



JOB DESCRIPTION

Job Title: **Early Head Start Center Manager**
Category: Exempt
Program: Urban Strategies Early Head Start Houston
Work Schedule: Five days per week/Full Time (40 hours per week) /12 months per year
Reports to: Director, Early Head Start Houston

ORGANIZATIONAL OVERVIEW

Urban Strategies tools, connects, and resources grassroots organizations to serve children and families in need. Our highly qualified team has a passionate commitment to bring about real change within our country's most vulnerable communities. Our desire is to see individuals, families, and communities realize their fullest potential by achieving these goals:

- Keeping children safe and secure
- Building nurturing and stable families
- Improving school readiness
- Fostering effective parenting
- Developing social and emotional competence
- Advancing research-based practices

By reaching these goals, Urban Strategies is meeting its mission to develop strong healthy families, advance the school readiness of children, build engaged communities, and make a difference in vulnerable communities.

POSTION OVERVIEW

Responsible for three major functions in the administration of the Early Head Start Program. The first major responsibility involves the implementation and supervision of all aspects of the operation of the center. The second major responsibility involves collaboration with the EHS Director, the Program Managers, the teachers, and center staff to assure compliance with Head Start Program Performance Standards and the Texas Child Care licensing requirements in the operation of the center. The third major responsibility is the implementation of the human resources policies and procedures as applicable to center staff. In all major functions a systems approach is desired.

ESSENTIAL FUNCTIONS

- Establish and sustain collaborative and supportive partnership with the host church, the pastor, and the church staff.
- Lead the planning, implementing, and monitoring the goals, objectives, and expected outcomes of the Early Head Start Program.

- Plan the collection, analysis, and use of data regarding goals, objectives, and expected outcomes and implements continuous improvement strategies.
- Continuously document progress in the achievement of goals, objectives, and expected outcomes and provides a report to the EHS Director.
- Responsible for meeting full enrollment in the program option being implemented.
- Assure that the center is fully equipped with all furniture, materials, and supplies
- Supervise and evaluate all center staff.
- Conduct daily observations of classrooms, offices, kitchen, and playground.
- Responsible for the implementation of the CACFP program, monitoring the daily meal service, documentation, and reporting.
- Assure compliance with daily staff-child ratios and daily attendance.
- Assure the health, safety, cleanliness, and sanitation of indoor and outdoor learning environments.
- Provide training to center staff in all areas of operations of the center.
- Lead the implementation of parent engagement activities in the center to include parent meetings, open house, parent/teacher conferences, home visits, and any meetings and communications with parents regarding referrals and child needs.
- In collaboration with the EHS Director and HR Director, implements personnel policies and procedures inclusive of background checks and hiring, evaluation, compensation, and termination procedures, standards of conduct, staff qualifications and competency requirements, staff health and wellness, and the recruitment and training of volunteers.
- Assist in the development of (1) an employee handbook that summarizes all personnel policies and procedures and (2) a parent handbook that summarizes policies and procedures for the operation of the center and communication procedures.
- In collaboration with the EHS Director develops a training and professional development plan for all center staff, regardless of their program option, that adheres to the Head Start Program Performance Standards.
- Supports the EHS Director in conducting employee orientation inclusive of compensation, benefits, hours of work, expectations, annual calendar, etc.
- Maintains strict confidentiality regarding all personnel actions, legal actions, terminations and non-renewal documents and organizational plans.
- Completes other related activities and duties as assigned.

PHYSICAL RESPONSIBILITIES

Ability to see at normal distances, hear normal conversations and sounds, and use hands and fingers to fill out required forms. Occasional lifting of up to fifty (50) pounds is required and must be able to push/pull up to fifty (50) pounds horizontally. Ability to sit on the floor, bend at the waist, kneel and/or stoop 25% of the time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions if the staff disability does not create an undue risk of injury.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Early Childhood Education or Family and Human Development or equivalent in a related field.
- Three plus years' experience working in an administrative capacity in an education setting with at least three years of supervisory experience.
- Experience in Human Resources management and operations and the use of management information systems.
- Experience and/or knowledge of Texas Licensing Minimum Standards.
- Experience in the CACFP guidelines and implementation.
- Leadership ability with excellent interpersonal and communication skills, including the ability to work independently and maintain professional boundaries and confidentiality.
- Strong organizational and time management skills, ability to meet tight deadlines.
- Advanced knowledge of MS Office Suite.
- Bilingual (English and Spanish)

PREFERRED QUALIFICATIONS

- Master's Degree in Education Curriculum & Instruction or Administrator's Certification.
- Five plus years' experience working in and administrative capacity in an education setting with five years of supervisory experience.
- Significant experience in education administration, with knowledge and skills in finance and human resources.
- Knowledge of Head Start Performance Standards and Texas Child Care Minimum Standards

SPECIAL CONSIDERATIONS

Other employment requirements include the following:

1. All EHS employees must pass a mandatory criminal background check upon hire and every five years thereafter.
2. Initial health exam and initial TB test every five years and annual TB questionnaire, immunizations including Hepatitis B or sign waiver.

Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.

To Apply:

- Please send resume and application to HR@urbanstrategies.us.