

Cen-Tex Family Services, Inc.

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Job Vacancy Announcement

Job Title:	Center Director/Head Start Teacher	Reports To:	Center Manager
Funding:	HS 100%	Location:	Cedar Creek
FSLA:	Exempt	Schedule:	Mon. – Fri.
Salary:	Based on Qualifications and Experience	Classification:	Regular 10 Month

EDUCATION and EXPERIENCE

Minimum Requirements:

An Associate's of Applied Science degree in child development or a closely related field with six (6) college credit hours in child development and six (6) college credit hours in business management. A "closely related field" is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth to five (5); **and** at least two (2) years of experience working with children 0-5 in a licensed child care center; at least one (1) year of experience working in a Head Start program. Supervisory experience preferred, but not required.

Knowledge and experience in: child development and early childhood education; the principles of child health, safety and nutrition; adult learning principles; and family dynamics.

Must be eligible to qualify as a Center Director under TDFPS Minimum Standards, which includes 6 college credit hours in business management* or possession of acceptable director's certification.

Job Summary:

The Center Director/Head Start Teacher is responsible for: management and supervision of the Head Start site operations; and providing direction, guidance, support and supervision to staff. The Center Director/Head Start Teacher is responsible for supervising and instructing children in activities designed to promote social, physical, and intellectual growth.

TEACHER RESPONSIBILITIES

- Plan and implement children's individual and group activities to stimulate growth in the areas of language development; literacy; mathematics; creative arts; social and development; and physical development.
- Provide for the health and safety of children in the center, following procedures for hand-washing, dental hygiene practices, sanitation of toys, and toileting. Provide diapering as required. Disinfect work area surfaces as needed. Instruct children in self-help skills and personal hygiene.

SUPERVISORY RESPONSIBILITIES

- Supervise, support, provide direction and evaluate job performance of assigned staff.
- Provide for systems supporting open and continuous flow of communications among staff, parents and families.
- Participate in the interview process and make employment recommendations.
- Train and coach employees in accordance with agency policies.
- Ensure all employees are supervised. Supervision includes, but is not limited to, knowing what the employees are doing and ensuring that they fulfill their assignments and responsibilities.
- Work with Education Coordinator and Human Resources Department to identify and plan for on-going staff training and development.
- Complete Performance Appraisals and provide for continuous feedback and improvement recommendations; address employee performance needs.
- Address complaints and resolve problems.

ESSENTIAL DUTIES

- All duties are to be performed in accordance with Head Start Standards, TDFPS Minimum Standards, the Child and Adult Care Food Program (CACFP) and Cen-Tex Family Services, Inc. (Cen-Tex) policies and procedures.
- Ensure all employees comply with Minimum Standards and Head Start Performance Standards.
- Ensure qualified substitutes are scheduled as necessary to meet Minimum Standards and Head Start Performance Standards.
- Manage and supervise Center operations, providing an environment that is conducive to positive and successful education in a manner supporting the health and well-being of children and families served by Cen-Tex.
- Provide leadership, act as a resource and organize center operations to provide for best practices in delivery of services to children and families, including child behavioral and/or learning challenges and concerns, and recommend methods of modifying inappropriate behavior and encouraging learning experiences.
- Ensure that appropriate child-staff ratio is met while delivering services and that children are supervised always. Providing for this ratio includes securing substitutes to abide by the required staff/child ratio, and communicating unmet staffing needs to management staff. In addition, the Site Director may be required to substitute for an absent Teacher if no other substitute can be secured.

- Facilitate communications among staff, families and local school districts at the center level, including: providing the communications path between administrative and center staff; conducting weekly staff meetings and ensuring information flows to and from appropriate persons.
- Ensure accurate and timely records of program participant daily attendance and meal count is complete.
- Ensure children's records contain observations, assessments and other required documentation in accordance with established procedures.
- Ensure documentation of staff work hours is accurate, complete and submitted to payroll staff in a timely manner. Manage requests for leave, and submit requests for mileage reimbursement to appropriate personnel.
- Ensure the safety and security of the Center facilities and equipment for children and staff, both indoors and outdoors. Report any necessary repairs to the appropriate personnel. Provide for the organization and safekeeping of center files, supplies and equipment.
- Ensure communications with center's parents are timely and sufficient, including: their child's progress in the program; announcements; facility and agency activities; policies; enrollment procedures; and developmental/behavioral concerns. In addition, serve as the primary resource at the center level for coordination of program information to families, including information supporting the areas of family partnerships, nutrition, child health, and community involvement.
- Support center teaching staff in their responsibilities of conducting parent conferences and home visits for children.
- Facilitate Center Parent Meetings. Act as a resource, provide support and participate in Center Parent Meetings, and approved activities, including providing direction to parents on the appropriateness of activities.
- Oversee adherence to center sanitation and cleanliness procedures and policies, including monitoring correct use of cleaning products and procedures for safety and effectiveness.
- Assess and communicate the need to administrative staff for instructional materials and teaching aids such as books, toys, and games designed to stimulate learning, support curriculum and individualized teaching needs.
- Provide support for the provision of meal services in the center as applicable, including: an understanding of how to provide meal services and kitchen operations in the absence of the center cook; adherence to CACFP guidelines; and completion of associated documentation.
- Participate in professional development to promote and comply with agency goals and objectives and the requirements of TDFPS, Head Start, and demonstrate application of acquired knowledge while performing duties of position.
- Ensure confidentiality of agency and family information assigned to position.
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs. In working with others, problem solving is required to identify issues and create action plans.
- Provide a positive image to co-workers and the community supportive of the agency's goals and objectives.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of early childhood education and/or development.
- Knowledge of: personal computers; word processing; Internet access; and email usage.
- Ability to work independently as well as with a team.
- Skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, directions and safety precaution for product usage, and procedure manuals.
- Knowledge in writing routine reports and correspondence.
- Ability to speak effectively before groups of parents or employees of the organization.
- Ability to effectively present and receive information one-on-one or group situations.
- Ability to use effective listening skills.
- Skilled in establishing rapport with children and families in a supportive and nurturing manner.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

ALL POSITIONS:

Ensure confidentiality of agency and family information assigned to position; Report to work at scheduled time and maintain good attendance; Perform all duties in a safe, timely and professional manner; Participate with a positive attitude and behavior in all program activities and communications with children, families, staff and the general public; Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds, and those with disabilities and special needs; and attend all training programs and conferences as required by position and allowed by budget. Bilingual preferred.

OTHER FUNCTIONS:

Performs other job related duties as directed by supervisor(s). **Regular attendance is an essential function of this position. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.