

TOLL FREE (800) 433-7570
PHONE (512) 303-7737
FAX # (512) 303-6604



MAILING ADDRESS:
2402 NORTH MAIN
BASTROP, TEXAS 78602

Job Vacancy Announcement

Job Title:	Center Director	Reports To:	Education Coordinator
Funding:	HS, EHS	Location:	La Grange, Texas
FSLA:	Exempt	Schedule:	Mon. – Fri. (Occasional Saturdays/Evenings)
Salary:	Based on Qualifications and Experience	Classification:	Regular 12 Month, Full Year

How to Apply:

Applicants may apply by following instructions below and submitting the required documents to the Human Resource Department in person or by regular mail, via fax, or via email to: aarambula@ctfhs.org

Job Summary:

The Center Director is responsible for: management and supervision of the Head Start/Early Head Start site operations; and providing direction, guidance, support and supervision to staff.

Minimum Requirements:

Associate, baccalaureate, or advanced degree including at least 6 college courses (18 hours) in early childhood education* and/or child development* and 6 college credit hours in business management;

OR

Child Development Associate (CDA) or equivalent credential and progress toward pursuit of college degree in early childhood education or child development; AND Five (5) years of experience teaching infant to 5-year-old children in a licensed child care center, and supervisory trainings, skills and experience.

Experience teaching in an Early Head Start or Head Start Program facility.

** Courses qualify as defined per Head Start and TDFPS*

(Any degrees, semester hours, or diplomas required to meet minimum qualifications must be obtained from an accredited educational institution. Education documents must reflect that the minimum requirements are met.)

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Supervisory Responsibilities:

- Supervise, support, provide direction and evaluate job performance of Center Staff, including HS and EHS Teachers, HS and EHS Floaters, Substitutes, and Cooks.
- Provide for systems supporting open and continuous flow of communications among staff, parents, and families.
- Interview, make employment recommendations, and train employees. Plan, assign, and direct the work of the center including acknowledgement and discipline of employees.
- Ensure Professional Development Plans are in place and followed. Work with Education Coordinator and Human Resources Department to identify and plan for on-going staff training and development.
- Complete Performance Appraisals and 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. (CenTex) policies and procedures.
- 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.
- Represent Center administration of the EHS/HS program(s) by ensuring compliance with all applicable standards and Cen-Tex. policies and procedures, working closely with administrative staff to support program goals, and acting as center representative to the public, including the public school partners in the service area.
- Represent center management within the agency's organizational structure, including: providing verbal and written communications on center progress and activities.
- 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 at all times. 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.

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- Facilitate communications among staff 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.
- Provide orientation, training, support and guidance to Center staff in agency policies, procedures, classroom practices and center operations while modeling best practices. Identify and convey staff training and professional development needs to the Human Resources Director and Education Management Staff.
- 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 that supplies and goods purchased by center staff follow agency procedures.
- 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 in the area 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.

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- Participate in professional development to promote and comply with agency goals and objectives and the requirements of TDFPS, Early Head Start and 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.
- 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.
- Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.
- 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 Read and interpret documents such as safety rules, operating and maintenance instructions, directions and safety precaution for product usage, and procedure manuals.
- Knowledge in writing: Write 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.

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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.