

Job Announcement

Position: Center Manager	Department: Head Start
Location: Charles County	Employment Status: Full-Time
FLSA: Exempt Grade: 14	Compensation: \$54,816 per annum
Weeks Worked: 52 Revised: 08/26/2020	Work Per Week: 40 hours + hours Monday – Friday, some evenings/weekends
Opening Date: January 25, 2024	Closing Date: Until filled

Summary of Job Description: *bachelor's degree in early childhood education*, Human Services, *or* a related degree in equivalent coursework. At least two years Center Manager experience. At least one-year experience in Mental Health Service or Special Education classroom and Center Manager experience preferred. Maryland Department of Education COMAR Director qualified. Good skills using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Ability to maintain confidentiality always, good math and analytical skills. **Communication Skills:** Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Summary of Requirements: The Center Manager reports directly to the Head Start Director. This person is responsible for the efficient operation of a Head Start Center. The Center Manager is responsible for implementation of the Head Start Performance Standards, SMTCCAC, Inc. Head Start policies and procedures, and the Child Care Administration rules and regulations, COMAR.

Responsibilities and Duties:

Organize operations of assigned center.

- Monitor work and unscheduled leave request.
- Monitor COVID-19 Health and Safety practices.
- Become CLASS Certified within one year.
- Ensure center environments is maintained and inviting.
- Ensure classroom environments are following CLASS.
- Ensure Health and Safety, Playground Inspections are completed daily.
- Ensure staff are following the outdoor time policy.
- Monitor center environment to always ensure safety.
- Follow COMAR regulations.
- Maintain accurate and current staff records.
- Maintain accurate and current COMAR Licensing Records
- Follow and implement Head Start Performance Standards
- Conduct Monthly Center Meetings
- Review Center Newsletters for accuracy
- Monitor student Attendance – submit Attendance report weekly to Head Start Director
- Monitor and maintain child-teacher ratio.

Ensure the center is collecting and coordinating In-Kind opportunities.

- Plan In-Kind activities.
- Verify In-Kind documentation and submit weekly to Supervisor.

Ensure appropriate services and accommodations are provided for children with IEP's or behavior concerns.

- Observe each classroom as requested but at least twice each year.
- Work in coordination with the Education/Disabilities Coordinator and Social Services Director to develop a behavioral plan.
- Serve as a resource person for parents and staff.
- Make home visits as needed.

Coordinate with Education/Disabilities Coordinator and Social Services Director to ensure that Disabilities and Mental Health services are implemented at each center.

- Assist with Disabilities and Mental Health policies and processes.
- Submit requested monthly/quarterly data and reports.

Other duties as assigned.

Licenses or Certificates:

CPR, First Aid, and (CPI) Training.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires moderate physical effort and ability to lift pre-school children and/or up to 50 lbs. unassisted. Persons who work with children are expected to participate fully in a program for active youngsters. This includes lifting of young children, getting up and down from the floor, lively outdoor activities and moving furniture.

Applications Accepted by Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume, please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.	

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