

YOUTH IN NEED

JOB DESCRIPTION

Job Title: Assistant Center Manager
Reports To: Center Manager
FLSA Status: Exempt

Purpose of Job: The role of the Assistant Center Manager is to provide a safe, nurturing and inclusive center environment that supports individualized learning for children, families, and staff. Assists the Center Manager in planning, developing, implementing and supervising aspects of daily operations. The Assistant Center Manager ensures that agency policies and procedures, State Licensing requirements, Head Start Performance Standards, and ongoing monitoring are maintained at all times. This position requires continuous engagement to build family connections: oversight of family development through goal setting, recruitment, parent participation and overall parent satisfaction with the program. The Assistant Center Manager provides ongoing reflective supervision with staff and offers educational opportunities for growth and development. Assistant Center Managers are responsible for ensuring that all child files are up-to-date and reflective of their history and services provided. Assistant Center Managers will lead and model professionalism and teamwork within the center team and the agency by developing and maintaining supportive, professional relationships with children and their families to enhance parent education, communication, involvement and advocacy.

Program Foundations

- Contribute to Youth In Need's Mission: *To build on the strengths of children, youth and families so they find safety, hope and success in life.*
- Share Youth In Need's Vision: *Youth In Need will be the leader and driving force for future generations in helping children, youth and families to realize their potential and positively impact their communities.*
- Embrace the Strengths Based Philosophy: *Youth In Need recognizes and emphasizes the strengths of all staff, children, youth and families.*
- Value Youth In Need's Culture of Inclusion and Diversity. *Youth In Need's Diversity Definition: Believing in the power of potential, Diversity is intentionally embracing and valuing the differences and similarities, both visible and invisible, that make us who we are—one community. Together our attitudes, actions, policies and physical environment are vital to ensure that all feel comfortable, respected and included regardless of race, sex, gender identity or expression, age, income, faith, ability, political affiliation, sexual orientation or cultural background.*
- See, Say, Do! Stay alert and engaged at all times. If a concern arises regarding safety or quality, communicate the concern and take action to improve the situation.
- Uphold ethical practice, transparency, professionalism, confidentiality and personal accountability in all work.
- Collaborate with and mentor others.

ESSENTIAL RESPONSIBILITIES:

I. Leadership (25%)

- In partnership with the Center Manager, lead intentional team meetings that address program needs, facilitate collaborative communication and motivate individual and group learning.
- In partnership with county/city leadership coordinate individual and group training needs for staff, inclusive of initial, on the job, and on-going training.
- Provide direction and support to center teaching staff and cook (**HSW**) through scheduled one-on-one and as needed supervisions.
- Support, coaching and mentor staff.
- Complete annual performance evaluations and assist in the development of Individual Professional Development Plans on a quarterly basis.
- Follow agency policy for submitting time sheets. Hold staff accountable for time management through reviewing and approving time allocations, and scheduled/unscheduled time.
- Implement a daily staffing plan that ensures teacher/child ratios are maintained and communicate accordingly.
- In partnership with program families and staff, conduct phone screenings and formal interviews to assess potential match for employment. Follow agency procedures for hiring.
- Collaborate with county/city leadership team to ensure quality services and continuous program improvement.

II. Teaching & Learning Environment (30%)

- Ensure ratio is maintained and children are appropriately supervised at all times (1 teacher to 4 children EHS/ 1 teacher to 10 children HS) by following established protocol regarding counting children.

- Ensure that all children are released only to a parent, legal guardian, or other individuals designated in writing by the parent or legal guardian.
- In partnership with the Center Manager, conduct ongoing safety assessments of indoor/outdoor classroom environment per Head Start Performance Standards, State Licensing and Youth In Need policy. Safety concerns will be addressed immediately in accordance with policy and procedure.
- Follow Youth In Need Policy, Head Start Performance Standards (HSPS), and Missouri State licensing regulations for safety, health, hygiene, and sanitation.
- Ensure that the center environment represents children's and family's backgrounds, cultures, language and displays their work.
- Maintain an inventory of center supplies and an equipment list to ensure that materials are plentiful, in good repair, and have a designated space.
- Serve as a model to program staff, families, and the community by interacting with others in a nurturing, respectful, and responsive manner. Show sensitivity to each child's developmental needs by making accommodations and adaptations as necessary.
- Support the implementation of plans with teachers and families for children who may have distinct behavioral needs to maximize potential. Coach/Mentor teaching staff within the classroom and/or provide direct intervention when needed.
- Support the individual health and well-being of all children, by accommodating each child's individual health, nutrition, and safety needs. Provide a supportive environment for breastfeeding families.

III. Monitoring (15%)

- In accordance with program calendar conduct classroom observations, assessments, and lesson plan reviews to ensure experiences are based on Curriculum, Head Start Performance Standards (HSPS), the Head Start Child Development and Early Learning Framework, and Family Engagement Outcomes, that follow children's ideas and interests, support individual children's learning goals, and advance progress towards school readiness.
- Support Center Manager in monitoring Teaching Strategies Gold documentation and portfolio entry. Review TSG Checkpoints and assist center team in the creation and implementation of an Outcomes Action Plans as established by program guidance.
- Maintain compliance with Head Start Performance Standards, Child Adult Care Food Program (CACFP), State Licensing and other program regulations at all times. Serve as the point person for CACFP compliance.
- Assist in working with families and staff to obtain all documents necessary for center enrollment prior to a child's attendance.
- Assist with educational and health/nutrition compliance: work within the system to ensure teachers are collecting requirements, coordinate with county/city PSA/FA on additional needs, enter data into Child Plus, and track ongoing needs/follow-up.
- Conduct program file reviews as outlined by program guidance.
- Ensure fiscal best practices and purchasing procedures are followed as outlined by the agency.
- Provide training to families and center staff on the importance of in-kind. Support the ongoing in-kind plan outlined by program guidance and as delegated.
- When applicable, work within a system for tuition collection in accordance with program guidance.
- Maintain employee credentialing, certifications, and training requirements are up-to-date.
- Monitor attendance requirements per policy and procedure.

IV. Parent, Family & Community Engagement (20%)

- In partnership with Family Advocate and center staff, welcome families into the program by conducting a Family Orientation with the child and family prior to the first day of attendance.
- Assist families and center teaching staff in the development of transition plans through the family partnership process.
- Support opportunities for families to engage with their children, and facilitate opportunities for families to contribute to the creation of the center community.
- Communicate with families in a supportive manner regarding program participation and progress.
- Observe Educational Home Visits and Parent-Teacher Conferences as outlined by program guidance.
- Advocate for families and support families in further engaging as advocates and leaders within Head Start and the community through supporting effective transitions, care team meetings, IEP/IFSP meetings, and other opportunities for families to effectively meet their unique and diverse needs.
- Maintain concise and factual documentation regarding families and children in all program areas.
- Communicate with Family Advocate on a regular basis to coordinate family engagement and school readiness services.
- Serve as a liaison between program services and the community, including recruitment activities, volunteers, education and advocacy of potential Head Start and Early Head Start families.
- Assist in the planning and implementation of opportunities for families to further their development within the Family Engagement Outcomes, which will include participating in engagement activities at night or on the weekend.
- Through the annual recruitment plan create a means to maintain full enrollment. Coordinate with the Home Based Manager to ensure enrollment needs are met on a weekly basis and oversee that individual child needs are addressed prior to selection.

V. Professional Development (5%)

- Actively participate in Professional Development opportunities, and incorporate information from training and guidance into practice to improve quality.
- Attend all required trainings, meetings and complete necessary certifications as required.
- Develop and work towards professional development goals in collaboration with your supervisor.

VI. Additional Responsibilities (5%)

- May be requested to fill in at other sites or travel to other locations for training.
- Must be sensitive to the socioeconomic and cultural characteristics of the service population.
- Perform other duties as assigned.

Required Education and Credentials

Bachelor's in Early Childhood Education (ECE) or related or 18 hours ECE and 3 or more years' experience in early childhood setting.

Knowledge

Early Childhood Development, Head Start Performance Standards, Missouri Licensing Regulations, Creative Curriculum. Effective classroom management, lesson planning, individualizing for children, and developmentally appropriate practice. Infant/Toddler Responsive Care.

Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.

Knowledge of Microsoft office products and ability to navigate program specific software.

Ability to be CPR certified required.

Experience

Three or more years working with children ages birth-5 years or equivalent, human service management/personnel management, and other management systems, preferred.

Skills

Work well independently and collaboratively with others.

Facilitate critical conversations.

Ability to analyze information and apply it.

Excellent verbal & written communication skills

Environmental Conditions

This job operates both in an office and classroom environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements

When performing the duties of the job, the employee is regularly required to talk, hear and write.

Physically be able to lift at least 50 pounds, able to lift/carry children when appropriate.

Must be mobile, able to get up and down from floor, stand and sit on floor within the classroom environment.

Must have visual ability to supervise children.

Driving Requirements

Class E Driver's License – Required

Local travel required.

Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

Written By: Meghan Whitworth
Approved By: April Steavenson
Approval Date: 11/15

Employee Signature: _____ **Date:** _____

Employee Printed or Typed Name _____

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.