

Center Manager (Head Start) at WACOG in Yuma, AZ
Job Order # 4583316 on azjobconnection.gov

Full Time

Pay Rate: \$39286.00 - \$49118.00/ Year (D.O.E/D.O.Q)

Job Description:

THE WACOG DIFFERENCE

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG is the Head Start Grantee for Mohave, La Paz and Yuma Counties. Our programs focus on school readiness for all children and families. As a leader in quality early childhood programs in the area, WACOG is a champion of developmentally appropriate practices.

SUMMARY STATEMENT

Under general direction, ensure Head Start goals, objectives, activities are implemented at the Center level in accordance with Federal Head Start Performance Standards and established WACOG policies, procedures, and guidelines. This position is responsible for the daily center operations, to include safety, compliance, and record retention by ensuring the mission and philosophy of WACOG Head Start is clearly defined, understood, and integrated into the daily activities of staff, children, and families. Center Managers will provide direct supervision of center staff including Family Development Advocates (FDAs).

Center Managers with no assigned FDAs shall perform the role of FDA according to that separate job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Oversee center staff to ensure classroom operations are safe, compliant, and promote a safe, nurturing, stimulating, and enjoyable as well as positive behavior management techniques and constant ("Active") supervision are being maintained during all activities including instructional, playground, combined staff and child meal times, hand washing, and teeth brushing; evaluate/analyze issues, recommend and implement
- Implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development, Offer activities that support parent-child relationships and child development including language, dual language, literacy, and bi-literacy development as
- Support, supervise and coordinate center staff; implement performance measures and standards, monitor, and evaluate staff performance supported by Head Start Standards and WACOG policies and procedures; address and document ongoing job performance in a timely and professional
- Mentor and lead staff to promote a professional, collaborative, learning, and informative

- Review, ensure accuracy, and approve timesheets; manage leave requests in a timely manner to maintain required staffing levels while working with the Area
 - Work with Head Start Administration to ensure that all programs, services, files, data tracking, and reporting systems are implemented, completed timely, and maintained in accordance with Head Start Performance Standards and Arizona State Licensing to maintain compliance with relevant federal, state, and local laws as well as WACOG policies and
 - Lead, facilitate, or attend meetings, work groups, and trainings regularly or as needed; take responsibility for ensuring an adequate flow of information in all directions so that families, staff, and management are well informed; promote Head Start's mission and active parent engagement in the classroom/center.
 - Complete accurate data entry, monitoring, and review in client-related software programs including MTS and ChildPlus, train others as necessary; enter, schedule and submit data as appropriate.
 - Ensure implementation of high quality and engaging instructional programs that align with Head Start Framework and the school readiness
 - Oversee any site visits and audits; ensure files are complete and current at all times.
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- Abide by and ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging
 - Ensure center staff meet deadlines as established with Content Area
 - Work with FDAs in the recruitment and enrollment of children eligible for the Head Start program, including foster children, homeless children, and children with disabilities, within communities served by the program. This shall include driving to canvas neighborhoods, accepting and reviewing applications, collecting and entering documentation, and
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- Oversee applications, enrollment, goals, and attendance of Head Start/Early Head Start children; maintain compliance with all health and developmental screening requirements; take responsibility for all aspects of
 - Implement family engagement strategies that are designed to foster parental confidence and skills in promoting children's learning and development: offer activities that support parent-child relationships and child development including language, dual language, literacy, and bi-literacy development as
 - Consistently increase knowledge and understanding of the teaching role to provide a higher level of
 - Facilitate, coordinate speakers, and/or lead parent classes that promotes Head Start's mission while promoting active parent engagement in the classroom/center.
 - Provide all services as required by the Head Start Program Performance Standards and Management Team of the Head Start
 - Prepare and maintain accurate and timely records while maintaining the confidentiality of child, family and program information.
 - Understand and adhere to all WACOG and applicable external regulations, policies and procedures, and safety Standards to include Head Start Performance Standards, Arizona Child Care Licensing, CACFP, and all Mandated Reporters requirements regarding suspected child abuse and/or neglect.
 - Perform the role of FDA or other center staff as
 - Remain prepared and organized with necessary forms and documentation for this
 - Order and/or request supplies in a timely
 - Make sure that the Parent, Health, and Staff boards are up to date and

- Develop professionally by taking educational training or workshops as
- Travel within WACOG service area, including overnight stays as needed; additional travel maybe
- Maintain regular and punctual attendance; work outside of standard business hours as
- Utilize tact and discretion to maintain confidentiality; project a positive and professional image of WACOG at all
- Other duties as assigned or required

Job Requirements:

Minimum Required Education and Experience:

- Must be willing and able to obtain a credential or certification in social work, human services, family services, counseling, or a related field within 18 months of hire.
- Associate's Degree
- Two years supervisory experience
- **Per Arizona Licensing Requirements (R9-5-401), currently:**
 - **21 years of age, and**
 - Option One:
 - 24 months of child care experience, High school diploma or high school equivalency diploma, and six credit hours of early childhood, child development, or a closely-related field from an accredited college or university, or at least 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in early childhood, child development, or a closely-related field, and an additional 12 hours of instruction, provided in conferences, seminars, lectures, or workshops in the area of program administration, planning, development, or management.
 - Option Two:
 - 18 months of child care experience, and NAC/CDA/or CCP credential or at least 24 credit hours from an accredited college or university, including at least six credit hours in early childhood, child development, or a closely-related field.
 - Options Three:
 - 6 months of child care experience and an associate degree from an accredited college or university in early childhood, child development, or a closely-related field
 - Option Four:
 - 3 months of child care experience and a bachelor degree from an accredited college or university in early childhood, child development, or a closely-related field.

Minimum Required Education and Experience:

- Master's degree in child development or early childhood education
- Five years experience working in early childhood education and with federal grants.

Other Requirements:

- Minimum 21 years of age
- Valid Arizona Driver License, MVR Report of Acceptable Driving Record, and Proof of Vehicle Liability Insurance Current Health Physical and TB clearance
- CPR and 1st Aid Certification
- Arizona Food Handler's Certificate
- Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit/Central Registry Background Check Comfortable working in a fast-paced, high-energy environment
- (Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

How to Apply:

Go to <https://www.applitrack.com/wacog/onlineapp/> to apply for this position. Follow the instructions included at the site, including how to submit an application