**POSITION ANNOUNCEMENT**

**Position:** AREA MANAGER

**Position Type:** Exempt; 40 hours per week at 12 months

**Department:** Madera Migrant / Regional Head Start

**Salary Schedule:** Range 24.0 ($20.19 – $24.61 per hour)

**Immediate Supervisor:** Head Start Program Director

**Supervises:** Site Supervisor/Teacher (RHS) Center Director I/II (MHS)

**Definition:** Under direct supervision of the Head Start Program Director, directs the operation of a multicultural, comprehensive early childhood education program designed to meet the needs of low income children and their families. Oversees and supervises quality program services for children and families within the Head Start Programs. Monitors programs for compliance with Performance Standards and state regulations. Oversees training of staff and parents and performs annual evaluations for center staff. Assists Program Director with overall planning and operations of Head Start Program in Madera/Mariposa.

**Requirements:** Please submit your application with all required documents (i.e. typing certificates, teaching permits, diplomas) in order to be considered. Proof of degree is required for this position.

**Application Procedure:** Community Action Partnership of Madera County
1225 Gill Avenue, Madera, CA. 93637 or
4610 W. Jacquelyn Avenue, Fresno, CA. 93722
Phone: (559) 673-9173 / Fax: (559) 673-2620
Website: [www.maderacap.org](http://www.maderacap.org)
QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:
- Bachelor of Arts Degree in Child Development/Human Development, or closely related field and seven (7) years of supervision, administration or management experience in Child Development/Early Childhood Education program or related field.
- Five (5) years successful teaching experience with children, 0-5 including staff supervision experience.

LICENSES OR CERTIFICATES:
- Must hold a Site Supervisor Permit.
- Obtain a California Development Program Director's Permit within 6 months of employment.

KNOWLEDGE OF AND/OR ABILITY TO:
- Read, write, and speak in English is necessary. Spanish is desirable.
- Understand and carry out oral and written directions.
- Communicate effectively, orally and in writing.
- Develops and implements the establishment of new centers according to State Licensing regulations and Head Start Performance Standards.
- Assist in the development and implementation of staff development and in-service programs, inclusive of education plans for teaching staff.
- Plan, organize and implement approved training programs.
- Oversee and have knowledge of family assessment and assistance plans.
- Identify and analyze complex problems and recommend viable solutions.
- Analyze and prepare a variety of necessary reports.
- Remain calm in stressful situations.
- Work effectively with all socioeconomic and cultural backgrounds.
- Maintain confidentiality of information on Head Start families.

MAJOR DUTIES & RESPONSIBILITIES:

LEADERSHIP:
- Adheres and applies the CAPMC mission, values, standards, policies and procedures.
- Attend trainings, workshops, and classes to keep abreast of parent/family engagement theories and practices. Relate information to teaching staff in the form of training resource materials.
- Develops and attends pre, in-service, and other training as required.
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- Engages and encourages personal and professional development.
- Ensures services are provided to all clients in a manner consistent with CAPMC mission, standards, values and grant requirements.
- Identifies and resolve concerns and issues.
- Interacts with clients and their families in a culturally and socially sensitive way.
- Keeps apprised of developments and trends in the program’s operation and be attentive to the changing or growing needs of the community.
- Keeps informed of current theories and practices in the field.
- Keeps informed of State Program terms, conditions, and eligibility changes.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, child, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Models professionalism for parents, children, clients, community, co-workers, and volunteers.
- Participates in new staff orientation/mentor activities.
- Prepares and actively participates in staff meetings and committees.
- Promotes a team environment and teamwork.
- Reports suspected child abuse in accordance with CAPMC child abuse reporting procedures.
- Represents CAPMC in the community in a professional and competent manner.
- Responsible for setting priorities and meeting deadlines.
- Shares information and knowledge with appropriate staff members.
- Works as a team member to support the functions and operations of the Department and the Agency.

ADMINISTRATION

- Works closely with Site Supervisor/Teacher, Center Director and Content Area Specialists to ensure that Head Start Performance Standards’ and the Head Start Program’s compliance issues are met.
- Works closely with Site Supervisor/Teacher, Center Directors, Content Area Specialists, and Facility Supervisor on an “as needed” basis in designing pre-service and in-service training for center staff.
- Supervises and monitors performance of Site Supervisor/Teacher and Center Directors and periodically conducts formal evaluations: advises and assists in the resolution of center work-related problems.
- Assists Program Director in locating appropriate facilities and assists with necessary steps to obtain license and permits to operate.
- Responsible for monitoring and maintaining facility standards as well as conducting regular inspections of each center and requesting assistance from Facility Manager to complete work as needed.
- Prepares and submits requisitions for supplies and materials, as needed.
- Conducts site visits twice a month to monitor sites and provide consultation and training to instructional staff, parents and volunteers.
Monitors program activities to ensure mandated standards and objectives are reached such as reviewing lesson plans and ongoing assessment of children’s development. Participates in case conferences, parent meetings and on-site reviews as needed.

Participates on annual self-evaluation of the Head Start Program.

Responsible for promoting strong community relations for the Agency & Head Start Program.

Collaborates with the Program Director and all of the Content Specialists in Parent Involvement, Disabilities, Facilities and Education to develop a comprehensive child program to meet Federal requirements.

Assists in interviews and recommends hiring of teaching staff in accordance with CAPMC policies, procedures and PC guidelines.

Monitor center personnel files, and notifying Human Resources of staff changes. Makes sure that all necessary permits, fingerprints and licenses are secured.

Attends all meetings, training and workshops designated by the Head Start Program Director.

Maintains confidentiality at all times.

NUTRITION/HEALTH SERVICES:

Completes health and safety checklist to ensure proper health and safety practices are implemented and followed.

Review meal time service to ensure meals are served family style.

Monitor developmental and social emotional screening to ensure they are completed within 45 days of enrollment.

Work with other Specialists and consultants in the program to ensure compliance with Head Start Performance Standards.

Assists in insuring procedures for identified medical problems are in place.

Conduct environmental checklist.

DISABILITIES/MENTAL HEALTH SERVICES

Review mental health classroom observation reports and ensure recommendations are implemented.

Monitor and follow up on IEP/IFSP individualized services and equipment

Participate on Child Success Team meetings, as needed.

FAMILY SERVICES

Assist with the annual community assessment process.

Assists in ensuring parents are provided with assistance when requested.

Ensures all parental consents for services are secured and that information from developmental screenings is used for individualization.

Assists children and families with transition from home to Head Start and Head Start to Kindergarten.

Develops good communication with parents/families and reinforces the concept that parents/families are the prime educator of their children.
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- Ensures that educational home visits and parent/teacher conferences are made in accordance with performance standards/requirements and all documentation is completed.
- Assists classroom staff in involving parents, families and community volunteers in the activities of the program.

TRAINING AND DEVELOPMENT
- Coordinates training for staff focusing on new Head Start staff needs, program findings, program goals, objectives, policies, procedures and program area plans.
- Responsible for planning and implementing an effective training program which includes a pre-service and in-service for staff and parents to increase their knowledge & skills.

OTHER DUTIES:
- Adheres to the Americans with Disabilities Act of 1990 (ADA) and ADA Amendments Act of 2008 (ADAAA), which prohibits discriminatory actions toward any qualified individuals. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.
- Ensures strict compliance with universal precautions in the classroom or during home visits and when administering first aid.
- Other duties as assigned within scope of job classification.

LIMITS OF AUTHORITY:
- Relative authority to maintain compliance with federal, state, and local laws as well as the Agency’s policies and procedures.
- Relative authority to maintain compliance with Head Start Performance Standards and the requirements of Head Start guidelines.
- Maintains close communication with the immediate supervisor to recommend a course of action and to receive directives on priorities.

OTHER REQUIREMENTS:
- Must be able to relate with all people of the community regardless of sexual, ethnic, racial, or religious background or socio-economic level.
- Must pass health screening and TB skin test or chest x-ray.
- Must be dedicated to the goals and philosophy of CAPMC and Department.
- Must possess emotional maturity, stability, tactfulness, and the ability to provide professional leadership.
- Must have dependable insured transportation and a valid California Driver’s License and acceptable driving record. A DMV printout and proof of insurance will be required. Mileage may be reimbursed subjected to CAPMC’s policy.
- Must complete all background requirements: livescan, pass a pre-employment drug screen, acknowledgement of child abuse reporting responsibility, criminal record statement and receive satisfactory clearance from all licensing and
investigative authorities. Employment is contingent upon receiving clearances from appropriate authorities.

- Must use reasonable precautions in the performance of one’s duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one’s self, fellow employees, clients, and children.
- Employment in Head Start Programs is contingent upon approval of the Policy Council/Committee.

GENERAL PHYSICAL REQUIREMENTS

Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling: Bending legs at the knee to come to a rest on knee or knees.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Crawling: Moving about on hands and knees or hands and feet.
- Reaching: Extending hand(s) and arm(s) in any direction.
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- **Standing/Sitting:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- **Pushing/Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- **Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels or without correction. Ability to receive detailed information through oral communication, and make fine discriminations in sound.
- **Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**VISUAL ACUITY**
The worker is required to have visual acuity to determine the accuracy, neatness, thoroughness of work assigned.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
WORKING CONDITIONS

- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker may be exposed to infectious diseases.
- This position is designated as: Exempt.

*To build a diverse workforce, CAPMC encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA Employer.*