POSITION ANNOUNCEMENT

Community Action Partnership of Madera County

POSITION: AREA MANAGER – INFANT/TODDLER

SALARY SCHEDULE: Range 24.0 ($20.05 – 24.43 per hr.)

IMMEDIATE SUPERVISOR: Head Start Program Director

SUPERVISES: Site Supervisor/Teacher (RHS)
            Center Director I/II (MSHSP)

DEFINITION: Under direct supervision of the Head Start Program Director, directs the operation of the infant/toddler related portion of the education program services requirements. Ensures a multicultural, comprehensive early childhood education program is designed to meet the needs of low income infant/toddler children and families enrolled in the program. Oversees and supervises quality program services for children and families within the Head Start Programs. Monitor programs for compliance with federal Head Start Performance Standards and state regulations. Oversees training of staff and parents and evaluates staff. Assists Program Director with overall planning and operations of Head Start Program.

MAJOR DUTIES AND RESPONSIBILITIES:

LEADERSHIP

- Adheres to, and ensures staff adheres, to the CAPMC values, policies and procedures.
- Engages in personal and professional development.
- Interacts with children and families in a culturally sensitive way.
- Keeps informed of current theories and practices in the field of early childhood education.
- Maintains and ensures that staff and volunteers maintain the confidentiality of staff, parent, children, client, community, and agency information included in files, conversations, meetings, correspondence, or any other source.
- Makes recommendations for replacement, purchase, or repair of equipment.
- Participates in new staff orientation/mentoring activities.
- Participates in staff and volunteer meetings.
- Participates in the development of pre- and in-service training and other training as required.
- Professional role model for parents, children, clients, community, co-workers,
and volunteers.

- Promotes a team environment and team work.
- 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 others and collaborates with Education Manager.
- Works as a team member with Specialists to support the functions and operations of the Head Start sites.

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 and Transportation 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 and conducts weekly center meetings.
- Provides observational notations for performance evaluations of Family Advocates.
- 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; maintains an inventory of center equipment; forecasts needs for supplies, materials, equipment, repairs and other potential expenditures.
- Conducts twice weekly site visits to monitor sites and provide consultation and training to instructional staff, parents and volunteers.
- Monitors program activities so that 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.
- Responsible for formulating and promoting county public relations strategies for the Agency, Head Start Program, and builds strong community relations.
- Coordinates with the Program Director and all of the Content Area Specialists in the areas of Health/Mental, Nutrition, Social Services, Parent Involvement,
Disabilities, Transportation, Facilities and Education to make sure a comprehensive child development program to meet Federal requirements.

- Assists in interviews and recommends hiring of teaching staff in accordance with CAPMC policies, procedures and PC guidelines. Responsible for collecting all necessary personnel paperwork, 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.
- Oversees the coordination and implementation of the CAPMC transition plan.
- Monitors the Individualized Family Services Plan (IFSP) for infants/toddlers ages 0-3.

HEALTH SERVICES

- Ensures that the Family Advocate prepares and maintain classroom files and records in accordance with State Licensing Regulations and Head Start Performance Standards
- Assists in insure parents are enrolled in a system of ongoing health care.
- Assists in insuring tracking of follow-up treatment is in place.
- Assists in insuring procedures for identified medical problems are in place.
- Ensures that a Health Advisory Committee is in place.

FAMILY SERVICES

- Monitors the recruitment of children and enrollment activities in Head Start program and in their service area.
- Monitors attendance to ensure the daily 85% mandate is met.
- Participates with staff and parents in developing, conducting and analyzing the annual Community Assessment.
- Assists in insuring 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.
- Monitors the Family Advocates timely completion of FPA, implementation of action plans, and follow-up
- Assists children and families with transition from Head Start to Kindergarten with appropriate activities and transfer of required records.
- Ensures that Interagency Agreements/Memorandums of Understanding are implemented in the center.
- Develops good communication with parents/families and reinforces the concept that parents/families are the prime educator of their children.
- 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.
Coordinates training for parents as they volunteer at the site as classroom aides, cook’s assistants, and in other areas of the center.

Assists classroom staff in preparing Home Activity Packs weekly.

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.

Orients and provides pre-service training to newly hired staff and substitutes on their responsibilities and program philosophy, goals, objectives, policies and procedures.

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.

Responsible for the development of the annual comprehensive educational plans for Head Start instructional staff.

Acts as a resource person in describing and providing instructional materials to fulfill objectives and meet program needs in their service areas.

Develops and maintains a cooperation/liaison relationship with community agencies, organizations and learning institutions to provide coordination of services and training opportunities.

OTHER DUTIES

Adheres to the Americans with Disabilities Act (ADA-1992), which prohibits discriminatory actions toward children and/or adults with disabilities. In particular, children with disabilities are enrolled in the classroom as mandated by Federal Law.

Strict compliance with universal precautions in the classroom or during home visits and when administering first aid.

Performs other duties as assigned.

Limits of Authority

Relative authority to maintain compliance with Head Start Performance Standards and the requirements of Head Start guidelines.

Maintains close communication with the Program Director to recommend a course of action and to receive directives on priorities.

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.

KNOWLEDGE OF AND/OR ABILITY TO:

- Ability to speak, read and write Spanish preferred.
- Understand and carry out oral and written directions and information.
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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.
Provide transportation as required.
Remain calm in stressful situations.
Work effectively with all socioeconomic and cultural backgrounds.
Maintain confidentiality of information on Head Start families.
Adhere to the American with Disabilities Act (ADA-1992) which prohibits discriminatory actions toward children and/or adult with disabilities, in particular, children with disabilities enrolled in the classroom as mandated by Federal Law.
Strict compliance with universal precautions in the classroom or during home visits and when administering first aid.
Perform a variety of tasks as assigned.

EDUCATIONAL/EXPERIENCE:
- Bachelor of Arts Degree in Child Development/Human Development, or closely related field and a minimum of 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, 0-3 including staff supervision experience.

LICENSES/CERTIFICATES/PERMITS
- Must hold a California Child Development Site Supervisor Permit.
- Obtain a California Child Development Program Director’s Permit within 6 months of employment.
- Program of Infant/Toddler Care (PITC) certified or obtain within 18 months of hired.

OTHER REQUIREMENTS:
- Must be able to relate with all people of the community regardless of ethnic, racial, or religious background or socio-economic level.
- Must be dedicated to the goals and philosophy of CAPMC’s Head Start Program.
- Must pass health screening and TB skin test or chest x-ray.
- Effective December 8, 2005, must meet the established English fluency requirement for the position with a minimum score of 750.
- 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 subject 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 entities and investigative authorities. Employment is contingent upon receiving a clearance 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.
- 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.
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- 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 work. 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, full time and budgeted for 11 months.

**APPLICATION PROCEDURES**

Application forms are available at the Community Action Partnership of Madera County, 1225 Gill Ave, Madera, CA 93637, (559) 673-9173, Fresno Migrant Head Start, 4610 W. Jacquelyn Ave., Fresno, CA 93722, (559) 277-8641, or at [www.maderacap.org](http://www.maderacap.org). Please submit a copy of transcript or degree with application to be considered for position.

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