

Human Resources

196 Cesar E. Chavez Avenue

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

Center Manager

Division: Early Childhood Services

Department: Head Start

Supervisor: Associate Director

Job Mission:

Oversee the daily overall operations of assigned center(s) and assure a quality educational experience for all children, including those with special needs, in accordance with HHS/ACF guidelines, state licensing requirements, and early childhood best practice principles.

Qualifications:

1. B.A. or B.S. Degree in Early Childhood or related field. Two years experience of management/supervisory experience in an early childhood setting with child care licensing experience. Head Start experience preferred. Minimum of two semester hours in Early Childhood administration required.
2. Must be able to meet the physical demands of the job and perform physical activities including but not limited to, lifting children or heavy items (up to 45 lbs. unassisted).
3. Licenses and certificates required: valid Michigan Driver's License.

Performance Standards:

1. Oversee the daily operations of the assigned classrooms or center(s), including classroom substitute coverage.
2. Supervise teaching staff, monitoring classrooms for best practices and ensuring compliance with performance standards and state licensing rules.
3. Provide modeling, and training for teaching staff based on observations and data, including CLASS and COR reports.
4. Ensure home visits, conferences, and screenings are completed within the timeframe given for all assigned classrooms or center(s). Provide monthly report to supervisor.
5. Carry out all other duties as assigned by supervisor.

Hours & Wage:

\$18.78 per hour (minimum)

40 hours per week, 46 weeks per year

Location:

Pontiac, MI