



Human Resources

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SITE MANAGER

Division: Early Childhood Services
Department: Head Start
Supervisor: Associate Director for Education
FLSA Status: Exempt- Executive/Administrative

Job Mission:

Oversee the daily operations of assigned centers to assure quality educational experiences for all children of the Head Start Program and/or GSRP Program by observing, mentoring, and training staff in best practices and quality implementation of curriculum in accordance with all program requirements and regulations. Further, Site Manager is responsible for using his/her independent judgment and discretion with regard to marketing of the programs, monitoring of the problems, dispute resolution of programs, and team supervision.

Performance Standards:

1. Oversee the daily operations of assigned sites, including creating staff schedules, responding to staff and parent concerns, facilitating monthly staff meetings, mentoring and training staff, and monitoring lesson plans, observation records, screenings, etc. for quality and completion.
2. Assure compliance with all agency and program requirements and regulations, such as maintaining active supervision in classrooms, retaining licensing documentation, organizing emergency drills, inspecting playgrounds, auditing files, and abiding by health and safety protocols.
3. Conduct and document classroom observations using the Classroom Assessment Scoring System (CLASS) and Program Quality Assessment (PQA) to ensure proper implementation of the High Scope curriculum, Head Start Performance Standards, Early Learning Outcomes Framework (ELOF), and State of Michigan licensing rules.
4. Supervise assigned staff of two or more teaching staff, monitor payroll, provide new staff orientation, and complete staff evaluations. Ensure home visits, conferences, and screenings are completed within the timeframe given for all assigned classrooms and provide monthly report to Associate Director for Education. Site Manager shall have hiring, firing, and disciplining responsibilities in concert with the Associate Director for Education.
5. Carry out all other duties as assigned by supervisor.

Qualifications:

1. A Bachelors of Arts/Science in Early Childhood Education/Child Development; or Bachelors or Arts/Science degree with equivalent coursework in Early Childhood Education; or related degree; or will receive a Bachelor's Degree within one year of hire.
2. Three (3) years of experience working in Head Start and or GSRP.
3. Minimum one (1) year High Scope experience required.
4. Must be able to meet physical demands of the job.
5. Valid Michigan Driver's License, valid automobile insurance, and reliable transportation to be used for job related travel are required.

Hours & Wage:

\$794.80 per week (minimum)

40 hours per week, 52 weeks per year

Location: Oakland County