

JOB DESCRIPTION

POSITION:	Area Manager
DEPARTMENT	Early Childhood & Family Services (ECFS)
EMPLOYMENT TYPE:	Exempt/Salaried
EMPLOYEE STATUS:	Year Round
SUPERVISOR:	

POSITION SUMMARY

The Area Manager has responsibility for the general oversight for their assigned area. This position provides management, leadership, planning, guidance and monitoring for all compliance areas within their assigned area. This position has oversight of Center Supervisors for their area and ensures collaboration with component coordinators to ensure consistency and compliance in all program services.

DUTIES AND RESPONSIBILITIES

- Reviews all center-level data weekly and provides analysis to the ECS Assistant Director regarding compliance and status.
- Attends and expresses active participation in all Parent meetings, community events, and routinely observes parent/teacher meetings.
- Assigns, schedules, reviews, and evaluates performance of staff assigned and assisting staff in interpreting performance standards.
- Takes a lead role in conducting annual protocol to complete the self-assessment. Provides education to all Center Supervisors regarding their role in the self-assessment.
- Periodically reviews and audits record keeping systems for their area for all classrooms to ensure standardization and compliance with Head Start performance standards, Colorado Licensing Rules and Agency requirements
- Communicates with all assigned staff concerning all compliance strengths, gaps, challenges, and issues. Mentors and provides suggestions and recommendations for solutions.
- Communicates and ensures timely implementation of any changes to Agency or Program protocols.
- Ensures procedures are being followed for all assigned centers in regard to confidentiality and maintenance of employee and client records.
- Ensures Agency policies and procedures are being followed on a consistent basis.
- Routinely visits (minimum of 2 visits per month) each center to engage with center

staff, parents, and children.

- Takes a lead role in the revising and completion of community assessment for their area.
- Obtains reports from Center Supervisors to ensure all center staff have received the required training, tools and resources to perform their jobs effectively.
- Demonstrates support for innovation and for organizational changes needed to improve quality and effectiveness, by initiating, sponsoring and implementing organizational change and by helping others to successfully manage organizational change.
- Obtains, reviews and analyzes documentation and reports of center's monitoring, screenings, anecdotal notes, periodic review of children's files for compliance and Developmentally Appropriate Practice (DAP) and the Infant/Toddler Environment Rating Scale-Revised Edition (**ITERS-R**).
- Monitors and ensures that the involvement of family and community supports/resources/referrals are referred and provided the necessary services and support for each child and family in accordance with educational service area plan and implemented within the centers.
- Monitors and maintains reports on requests for all center ordering and supplies to ensure adequate classroom equipment, supplies and materials are maintained to implement center activities.
- Monitors that all centers are conducting strengths-based and culturally competent early childhood needs assessment for the child/family.
- Monitors, documents, and reports on how staff is managed and evaluated through performance plans and progress of personnel in service areas within the overall programs, grantee, and partnership centers.
- On-going monitoring using Head Start education monitoring checklists: Family Style Meals, Classroom Compliance, File Audits, Individualized Lesson Plan Feedback, Safe Environment, Classroom Education Plan, Transitional Plan, and Classroom Observations and Assessment.
- Reviews weekly planning forms and children's files and provide appropriate feedback and guidance to ensure compliance with organizational, federal, and state policies and guidelines.
- Provides Center Supervisors with a routine schedule for monitoring and providing equity in time and attention to all centers under this position's supervision.
- Collaborates with Area Manager and other management staff for compliance and prompt reporting of unsafe or hazardous conditions and/or injury, center incident, injury investigations, corrective actions, occupational safety and health practice systems, and inspections as required and/or directed within all center.
- Ensures that data from the Federal program monitoring, community assessment analysis, annual self-assessment process, Program Information Reports (PIR), CLASS outcomes, child and family outcomes reporting is compiled, analyzed and used for continuous program improvement and program evaluation specifically for the overall area.

- Prepares and submit budget requests and recommendations to the Area Manager for the center(s).
- Prepare and submit monthly center reports to the Area Manager that report the statue of all programs, grantee, and partnership centers as it related to maintaining and implementing federal, state, and regulations.
- Prepares, reports, tracks, maintains, and oversees the preparation and maintenance of attendance, activity, planning, or personnel reports and records within the overall education area and center level as deemed necessary.
- Reviews and authorizes center staff time records and overtime to ensure compliance with policies and procedures in regards to wage and hour laws and regulations if applicable.

Supervisory Relationships

- Directly supervises all Center Supervisors within their area.
- In a supervisory role this position must follow staff coaching and corrective action processes, plans, policies, and procedures in accordance with the organization and program policy and procedures and demonstrate core values at all times.

EDUCATION REQUIREMENTS

- Bachelor's Degree in Education, Management, Business and/or Education or closely related field is required.

EXPERIENCE & SKILL REQUIREMENTS

- A minimum of seven (7) years of management/supervisory experience required.
- Experience with managing remote staff.
- Knowledge and experience in early childhood education, social services, and/or human services.
- Must have intermediate to advanced knowledge in working with computer hardware and software, including but not limited to, email, internet, MS Office (Word and Excel), and basic trouble shooting with hardware such as printers and PC's.
- Knowledge of PROMIS or other similar data collection systems designed towards the collection of information pertaining to clients, customer, vendors, etc.
- Must be able to consistently exhibit critical thinking and thoughtful decision making based upon relevant and objective data.
- Must have demonstrated experience in obtaining, analyzing and utilizing data.
- Must have a broad knowledge of the various funding sources and applicable partnerships such as Child and Adult Care Food Program (CACFP), Colorado Preschool Program (CPP), etc.
- Strong knowledge and awareness of Head Start Act, Head Start Performance Standards, and Child Care Center Rules and Regulations.
- English proficiency (reading writing, speaking) is required for all positions. Some areas may require bi-lingual (English, Spanish or other language) based upon parent/student

populations.

- Must be able to fulfill role as a mandated reporter and follow rules regarding the identification and reporting of possible child abuse and neglect.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to assist and attend Agency functions after hours and/or on a weekend for functions related to ERSEA, family engagement, children events, and other events that benefit children and families in the community.
- Knowledgeable in applying strategies to work with diverse populations.
- Ability to understand and adhere to strict confidentiality standards and maintain boundaries.
- Must have excellent communication skills (i.e.; read, write, and understand written and oral communications).
- Must be people oriented and demonstrate professionalism, teamwork and positive attitude.
- Ability to perform mathematical functions and perform simple to complex calculations.
- Must be able to work independently and within a group setting.
- Ability to read and follow detailed schedules, policies, standards and regulations.
- Ability to keep calm under stressful or confrontational conditions.
- Ability to work independently without direct supervision as part of a team and delegate responsibilities effectively to get the job done.
- Knowledge and skills in Head Start system and services, adult learning styles, and coaching strategies.
- Must gather and analyze data and regulatory material and make presentations to inform and educate staff, parents, and outside agencies utilizing variable methods.
- Strong management, organizational, problem solving skills, time management skills, and positive interpersonal communication.
- A demonstrated commitment to high professional ethical standards and the ability to work with other staff, parents, children and community members from diverse backgrounds in a culturally competent manner.
- Ability to effectively supervise, observe, and evaluate staff members.
- Knowledge of budgeting and fiscal matters.

SCREENING REQUIREMENTS

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.

- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. . A criminal record check and background record check (via database of confirmed reports of child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position may be required to drive and travel to other centers to receive training and/or attend Agency meeting(s).

The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud. While outside doing activities with children the environment could vary greatly based upon weather (hot, warm, cold and wet conditions).

STATEMENT OF UNDERSTANDING

This job description is a general description of essential functions. It is not intended as an employment contract. It is not intended to describe all duties that someone in this position may perform. All employees of Rocky Mountain SER/Jobs for Progress, Inc. are expected to perform tasks as reasonably requested, as related to this position, by management regardless of job title or routine job duties.

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of this position.

Employee Signature

Date

Employee Printed Name