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GLEAMNS HUMAN RESOURCES COMMISSION, INC.

JOB DESCRIPTION

Job Title: Head Start Center Coordinator

Status: Exempt

Department: Head Start Program

Date Approved: July 2016

Reports To: Area Manager

Approved By: _____

PRIMARY PURPOSE or JOB SUMMARY

To ensure the daily operations and delivery of services to Head Start Program participants, including education, nutrition, recruitment, parent involvement, volunteers, staff supervision, security and property maintenance are in compliance with the federal, state and local regulations which govern early childhood programs. To coordinate with Head Start components and local resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Coordinate and supervise all aspects of the Head Start Program at the Center level, and ensure that they are carried out in accordance with all policies and federal, state, and local regulations relating to the Head Start Program.
2. Perform administrative activities, including recruitment, attendance, property inventory, needs assessment, volunteers participation, in-kind donations, fund raising, extra-curricular activities, parent committees, public communications, staff meetings, problem solving/trouble-shooting in relation to staff and physical plant, and long-range planning.
3. Assist with coordinating and implementing full parent involvement, volunteer services, education services and other resource components in all phases of Head Start Center operations and activities to secure support that will enhance the success of the Head Start Program, particularly those pertaining to crisis intervention, Head Start family needs, recruitment of Head Start children and volunteer resource persons and donors.
4. Assist in developing curriculum and assign work to Center staff in cooperation with the Children Services Manager.

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5. Recommend selection, retention, transfer, promotion, and discipline of personnel assigned to the Head Start Centers.
 6. Encourage and assist in implementing training, technical assistance and continuing education to Center staff. Conduct orientation for Center staff, including policies and procedures.
 7. Maintain and encourage supervisory relationships. Coordinate and cooperate with component managers for efficient and effective implementation of the Performance Standards and the Work Plan on the Center level.
 8. Ensure secure, safe environment and appearance of Head Start Center facilities.
 9. Requisition supplies, equipment and services needed for the Centers.
 10. Prepare and disseminate internal communications on the Center level.
 11. Promote and encourage positive public relations within the community.
 12. Perform other related work and acquire related job skills as required by management.

ACCOUNTABILITY

For the effectiveness of the Center.

SUPERVISORY RESPONSIBILITIES

Head Start Center Staff.

QUALIFICATIONS

Bachelor's Degree in Early Childhood Education, or related field plus 18 hours in Early Childhood Education, 3-5 years of supervisory experience.

Two years teaching experience required. Knowledge of early childhood development education programs, program design, material development and classroom presentation techniques. Supervisory experience preferred.

Possess strong interpersonal skills and exhibit cooperative, enthusiastic, dedicated, flexible, dependable and friendly attitude. Ability to relate to disadvantaged children and their parents.

Valid South Carolina Driver's License required. Must obtain Commercial Driver's License in 90 days.

EQUIPMENT AND MACHINES

Personal computer.

WORKING CONDITIONS

Office environment

ADDITIONAL COMMENTS

Must have ability to communicate with a variety of people, work independently, and maintain strict confidentiality of program data. Must be cooperative and display a positive attitude towards working as a team with other staff members. Must exercise discretion and sound judgment in the performance of assigned duties.

This position assumes a team relationship with other program components and the performance of any other related duties.