

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Child Development Services Manager

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Supervisor: Deputy Director

Classification: Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

The Child Development Manager is responsible for planning and administering the child development program services for children and families. Services must be coordinated with staff in other program content areas, and must include ongoing assessment of the quality of services provided. Further planning and administration of the child development program must be based on the theories and principles of child growth and development, early childhood education and family support.

### **Essential Duties and Responsibilities**

- Plan, develop, and implement the SHS child development program, ensuring a comprehensive and integrated approach that meets the Head Start definition of curriculum.
- Provide training, and guidance to staff, parents, and community on a variety of pertinent topics in the area of child education and development.
- Ensure on-going monitoring, tracking, follow-up and analysis of child development services and child outcomes.
- Maintain record keeping and reporting systems, including service area plan, schedules, timelines policies and procedures for child development services in accordance with Head Start Performance Standards, and applicable laws and regulations.
- Ensure coordination of communication with staff, parents, program consultants and community to enhance services to children and families.
- Supervise and oversee work tasks and activities of the child development department, which include licensing and language services, to ensure integrated service delivery
- Collaborate with state and community partners as needed to enhance SHS child development services, and to ensure effective transition planning for children and their families.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations in fields relevant to position.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Shasta Head Start policies and mandates.

- Ability to use basic math skills, to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

**Education**

*Minimum*

BA degree in Early Childhood Education or related field with 24 Early Childhood Education units.

*Desired*

BA degree in Early Childhood Education

**Training and Experience**

*Minimum*

Four years teaching experience in a preschool or infant toddler program

*Desired*

Four years teaching experience in a Head Start preschool or infant toddler program and two years supervision experience

**Certificates, Licenses**

Child Development Program Director Permit

**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 regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

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Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title