

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Area Manager

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Supervisor: Executive 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**

Responsible for the overall leadership, direction, and management of a team consisting of multiple Shasta Head Start centers and employees.

### **Essential Duties and Responsibilities**

- Assists the Human Resource department in the recruitment, hiring, and placement of team staff.
- Ensure new team members receive appropriate training according to the Shasta Head Start training guidelines.
- Provide oversight, direction, and supervision of team, including monitoring, staffing, performance evaluation, problem-solving, and corrective actions of center staff.
- Ensure that facilities, including buildings and grounds, are monitored and maintained to assure the safety of children and staff.
- Work in association with Head Start content area specialists to develop and implement programs designed to ensure that children and families receive comprehensive services.
- Responsible for the financial resources and budget of team.
- Represent Head Start by participating in community collaborations and community bodies.

### **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 procedures.
- Knowledge of infant and toddler development and classroom facilitation and learning.
- Ability to work as a positive team member.
- 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 Liberal Studies, Infant/Toddler Development, Child Development, Human Development, or related field.

**Training and Experience**

*Minimum:*

Two years supervision and experience in Infant/Toddler Development, Child Development or Human Development.

*Desired:*

Five years supervision and experience in Infant/Toddler Development, Child Development or Human Development.

**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

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Supervisors Title