

MINNESOTA VALLEY ACTION COUNCIL, INC.

JOB DESCRIPTION

POSITION TITLE: Site Manager

Date: June 2015

DEPARTMENT: Head Start

Dept. Director: CM 7/10/15

REPORTS TO: Program Manager

Exec. Director: AN 7/10/15

OVERVIEW OF THE POSITION: Responsible to manage the day to day operations of assigned sites; acting as liaison with parents, staff, Advisors, Director and the community. Responsible for directing the efficient and accurate delivery of services to children and families. Responsible to provide direct supervision to assigned site field staff. Responsible to adhere to all Head Start Performance Standards and State licensing Rule 3 guidelines.

ESSENTIAL FUNCTIONS OF THE JOB:

- Responsible for the overall operations of assigned sites.
- Responsible to provide regular supervision and support of all assigned site field staff including training, observations and performance appraisals.
- Responsible for overseeing the delivery of services to children and families at assigned sites.
- Responsible to adhere to the Head Start Performance Standards and MN State licensing Rule 3 guidelines.

WORKING CONDITIONS:

Primary work site is the Head Start office/classroom. This position is classified as a regular employee with work performed from August through May/June each year. Mileage for work related-travel is reimbursed at the current rate. Maintains confidentiality according to Minnesota's Data Privacy Act and Agency policy. All employees are responsible for following established safety procedures. Head Start employees must have a satisfactory completion of medical exam and a tuberculosis test within thirty days of employment and every two years thereafter.

The following apply to this position:

<input type="checkbox"/> Agency Vehicle Use	<input type="checkbox"/> Insurability
<input checked="" type="checkbox"/> Background Check	<input checked="" type="checkbox"/> Mandated Reporter
<input checked="" type="checkbox"/> Client Homes	<input type="checkbox"/> Normal Work Hours
<input type="checkbox"/> CPR & First Aide Certified (within 90 days of employment)	<input checked="" type="checkbox"/> Office
<input type="checkbox"/> Drug Screening	<input checked="" type="checkbox"/> Personal Vehicle Use
<input checked="" type="checkbox"/> Employment Physical	<input checked="" type="checkbox"/> TB Test
<input checked="" type="checkbox"/> Head Start Declaration	<input checked="" type="checkbox"/> Travel as Part of Job

Locations serving: Mankato
 New Ulm/Sleepy Eye/St. James/Madelia
 Blue Earth/Fairmont/Sherburn
 St. Peter/LeCenter/Arlington, Gaylord, Winthrop
 Waseca/Mapleton/Wells

PHYSICAL REQUIREMENTS:

During your work hours you may be required to: lift up to 50 pounds, carry up to 50 pounds, reach above shoulder level, fine manipulation and simple and firm grasp, and be able to move quickly in case of an emergency.

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During your work hours you may be required to: lift up to 50 pounds and carry up to 50 pounds; reach above shoulder level; bend/stoop; squat; crawl; climb; kneel; balance; push/pull; sit on floor; fine manipulation; simple and firm grasp; and must be ambulatory to move quickly in the event of an emergency.

TASKS/RESPONSIBILITIES

1. Responsible for the overall operations of assigned sites.
 - A. Order classroom/kitchen and office supplies as needed ensure fiscal responsibility, maintain on-line budget and site inventory.
 - B. Ensure center building/ground maintenance needs and services are met.
 - C. Conduct light building maintenance and reports safety issues.
 - D. Ensure adequate staffing ratios on a daily basis.
 - E. Respond effectively to crisis situations with staff, children and/or parents including parent and community complaints.
 - F. Establish initial classroom bus routes, monitor for transportation compliance and tend to other transportation/bus needs.

2. Responsible to provide regular supervision and support of all assigned site field staff including training, observations and performance appraisals.
 - A. Assist with the interviewing and hiring of new staff.
 - B. Conduct staff performance observations in the classroom, on home visits, and on the bus.
 - C. Complete and conduct annual performance appraisals with assigned staff.
 - D. Review and support professional and career development plans with assigned staff.
 - E. Provide on-site orientation and trainings as assigned to new staff.
 - F. Promote positive staff relations & mediate conflicts through recognized practices such as reflective supervision and corrective action plans.
 - G. Provide a 'secure base' where staff can safely explore the meaning of their work.
 - H. Maintain program ideals and standards, quality assurance and safety.
 - I. Facilitate open communication and effective team functioning.
 - J. Provide program leadership that enables a safe environment for staff to openly discuss their work with children and families.

3. Responsible for overseeing the delivery of services to children and families at assigned sites.
 - A. Communicate regularly and cooperatively with Advisors to integrate Head Start component services into the classroom.
 - B. Assist with monitoring the completion of child follow-up requirements.
 - C. Monitor weekly teaching staff meetings. Coordinated and attend monthly meetings with teaching staff and Family Advocates. Attach minutes to ChildPlus as directed.
 - D. Respect and support diverse family structures and cultural differences.
 - E. Assist with parent meetings and complete parent meeting checklists as assigned.
 - F. Responsible for the development and completion of area recruitment plans.

4. Responsible to adhere with Head start performance standards and State licensing Rule 3 guidelines.
 - A. Conduct classroom ELLCO twice per year for center and combo programs and complete other agency checklists.
 - B. Ensure compliance regarding accidents, injuries, temporary exclusion, and other incidents of staff/children.

- C. Assist with locating licensable and adequate facilities.
 - D. Ensure the annual up-dating of the DHS risk reduction plans at assigned sites.
 - E. Ensure classroom postings are accurate and updated monthly.
 - F. Review general weekly lesson plans and center/combo lesson plans for completion of required components.
 - G. Conduct vision and hearing screenings as needed within 45 day requirements and re-screens as needed.
 - H. Assist with program self-assessment.
 - I. Ensure compliance with all health, safety, emergency & nutrition policies & procedures.
 - J. Maintain confidentiality in accordance with agency policy.
 - K. Establish and maintain professional boundaries.
 - L. Report all personally observed suspected child abuse or child neglect to the appropriate authority.
5. Responsible for completing paperwork accurately and in a timely manner according to mailing checklist
- A. Review and approve all assigned staffs timesheets.
 - B. Monitor contents and organization of Individual Learning Plan for all enrolled children according to the ILP cover page by matching ChildPlus entries.
 - C. Compile fuel and/or grocery receipts and complete the purchase orders for payment - delegate to appropriate staff if applicable.
 - D. Monitor bus route times and bus attendance.
 - E. Obtain documents for all child-related services. Ensure the completion of the initial, 30, 45 and 90 day requirements
 - F. Enter ChildPlus data as assigned.
 - G. Monitor the completion of required Home Visits and ensure the home visit plans are attached in ChildPlus.
 - H. Conduct/review and enter/attach required checklists in ChildPlus.net.
 - I. Monitor monthly newsletter for content and enter distribution date in ChildPlus.
6. General Tasks and Responsibilities
- Attend job-related seminars/workshops at the request/approval of supervisor.
 - Represent the agency when requested to do so.
 - Complete your own employee timesheets and expense sheets in accordance with established MVAC policies.
 - Follow agency policies, rules and regulations.
 - Other duties as assigned.

REQUIRED EDUCATION / EXPERIENCE:

Applicant must have BS in Early Childhood or related human services or management BS degree and a minimum of 2 years experience with management and supervision. Must have the ability to work as a team, to support and assist staff to integrate services within the program. This position requires the ability to effectively communicate staff expectations and have organizational and conflict resolution skills.

BAND AND SUBGRADE: C3 This position is Exempt X Non-exempt (hourly)

Minnesota Valley Action Council, Inc. has a commitment to safety in the workplace. It is the responsibility of every employee to help MVAC make this is a safe place to work. Furthermore, acceptance of this responsibility is a condition of employment at MVAC. Willful disregard of safety precautions will not be tolerated and may lead to disciplinary action.

It must be clearly understood that the above statements of tasks/responsibilities reflect the general details considered necessary to describe the principal functions of the job identified, and shall not be construed as an all-inclusive job description.

If hired for this position, and each time you are given a written performance review by your supervisor, you may be asked to sign and date a copy of your job description indicating that you understand the requirements and duties involved in the position. This job description is for informational purposes only and does not constitute a contract in any form between MVAC and applicants for any employment or any other person. This job description replaces and supersedes all previous job descriptions for the position.

I have read and understand this job description.

Signature

Date