

**Richland County First Steps Early Head Start
Early Head Start Center Director**



Job Title: Center Director
Program: Early Head Start
Exempt? No
Reporting Contact: Education Coordinator, EHS
Salary Range: \$13.46 - \$19.23 hour (\$28,000 - \$40,000 annual)
Work Schedule: Monday – Friday, 8 am – 4:30 pm mostly, some nights or weekends
Full Time: Yes
Qualified for Benefits: Yes

Job Summary

Richland First Steps is looking for an energetic, collaborative person who is a great supervisor and educated early childhood specialist to run one of our Early Head Start centers. The Director will do all necessary to meet the needs of the enrolled children and their families and will be the responsible for assuring that all DSS, DHEC, First Steps and Early Head Start guidelines are met or exceeded. The director will manage a teaching staff to support four classrooms (8 staff members) as well as part time floaters (as needed or designed).

This position will work within the framework given to ensure that all activities are grounded in positive, ongoing, and goal orientated relationships with families. Outcomes may include family well-being, parent-child relationships, families as life-long educators, families as learners, family connections to peers and community and families as advocates and leaders. The framework is supported by a positive program environment, professional development opportunities and continuous program improvement.

Essential Functions

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)

- Treat participants, community members and fellow staff with positive regard.
- Understand and follow both Head Start Performance Standards and First Steps Program Standards.
- Oversee all aspects of the center operation.
- Effective listening and observation skills.
- Assure that classroom caregivers provide positive, nurturing, healthy, developmentally appropriate classroom and outdoor environments for infants and toddlers.
- Supervise and coordinate schedules for all center-based staff members and volunteers.
- Substitute for classroom caregivers and/or provide classroom coverage during caregiver breaks.
- Maintain complete and up-to-date files for all children enrolled in the center setting.
- Work in collaboration with classroom caregivers and Family Support Advocates to assure each family’s needs are being addressed.
- Attend various meetings to collaborate and coordinate with co-workers. As part of a team, must have the ability to work with a multidisciplinary team.

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- Participate in individual professional development as well as organization training such as Child Plus, child assessment and screening tools, Blood Borne Pathogens, Mandated Reporting and First Aid.

Responsibilities / Expectations

- Oversee lesson planning and educational programming.
- Oversee cleaning and maintenance of facility including playground.
- Collaborate to provide activities for families to include family literacy, social and educational events, and facilitate parent involvement in community activities (activities may include socializations, parent meetings, parent trainings).
- Promote parent participation in all parts of the program.
- Provide linkage to other community resources that support the families served through the program.
- Must be comfortable with creating and managing information in both written and electronic forms.
- Promote effective communication between staff and parents and provide for a regular system of communication of program information and activities to parents.
- Ability to speak before groups (parent committees, parent trainings).
- Ability to organize and present correct information and answer questions effectively.
- Effective listening, writing, verbal, and observation skills

Qualifications

- Must possess at least a bachelor's degree in Early Childhood Development, Early Childhood Education or a closely related field.
- Experience working with infants, toddlers, and families with varied educational backgrounds and of all socio-economic and cultural groups.
- Successful experience as a classroom teacher and a center director, preferably in Early Head Start, Head Start, or a NAEYC center.
- Coursework on infant and toddler development; experience with *Creative Curriculum for Infants, Toddlers, and Twos - preferred*
- Knowledge of and ability to work with variety of community resources.
- Pass criminal and other background checks prior to employment.

Essential Mental Functions

- Ability to work with staff and families in crisis situations, guiding them according to program policy.
- Ability to prioritize tasks and maintain boundaries, especially as it relates to assigned staff and families.

Essential Physical Functions

- Ability to lift 40 pounds.
- Must be able to regularly kneel, bend, and sit on the floor to attend to children's needs.
- Ability to move quickly in order to respond to children who are very active.

Equipment/Databases Used

- Equipment: Computer, Camera, Camcorder, Smartphone (such as an iPhone)
- Database(s): ChildPlus, Sentric, ASQ Online

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