

NEIGHBORS IN NEED OF SERVICES, INC. (NINOS, Inc.)

JOB TITLE: Area Manager

SUPERVISOR: Assistant Head Start Director

WORK SITE: Center Assigned

MINIMUM QUALIFICATIONS:

High School Diploma or Equivalent, CDA preferred or a college degree in Early Childhood education. Renews First Aide Certificate every three years and CPR card every year. A valid Texas Driver's license (Operators-Class C) and is subject to review/approval by insurance company on driving record. And full coverage on reliable personal car.

GENERAL RESPONSIBILITIES:

- Will be responsible for supervising the operation/staff of a assigned Head Start Center(s).
- Plans and holds biweekly cluster meetings with assigned Head Start Center Teacher 1 and teaching staff.
- Supervise implementation of the Head Start Performance Standards and Texas Department of Human Services Child Care Licensing requirements.
- Assures proper maintenance of facilities, inventory of Center equipment, and maintenance of agency vehicles.
- Responsible for insuring teaching staff is adequate/providing same.
- Reviews and submits all end of the month component reports, i.e. meal counts, health control summary, inventory, attendance, and volunteer/in-kind reports.
- Responsible for ensuring Education documentation.
- Maintains classroom enrollment.
- Encourage team-player and center unity.
- Will conduct weekly center observations.
- Will monitor teaching staff with children on a weekly basis.
- Evaluates staff performance on 30 day, 90 day, and anniversary dates as required by personnel policies.
- Retrieves/Files records in a filing cabinet (4 level style) by pulling out/pushing in drawers weighing 10-20 pounds with occasional bending, stooping, squatting,

kneeling, and reaching above shoulder level.

- Ensures that children receive speech, hearing, and vision screenings.
- When necessary will be expected to attend staff training through pre-service, in-service workshops and attend out of town training when requested.
- Ensure Personnel Policies are adhered to by Center Staff.
- Transports children and parents to A.R.D. meetings or speech/play therapy sessions and assists children by lifting/restraining children weighing 30-75 pounds on/off bus as needed, and have full coverage insurance on same vehicle.
- Must possess reliable transportation to commute to all Head Start Centers in Cameron and Willacy Counties.
- Will provide parent orientation to assigned Head Start Parent Committee.
- Will attend monthly and special Head Start Policy Council (HSPC) meetings.
- Will attend monthly parent committee meetings.

DESIRED:

- Bilingual, English and Spanish.
- Be a local resident of Cameron or Willacy Counties.
- A person sensitive to the needs of the poor and disadvantage.

PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:

- Averages 4 hours of sitting, 2 hours of standing, and 2 hours of walking in a usual workday.
- Requires employee to occasionally crawl and twist in performing duties.
- Occasionally, employee needs to carry up to 50 pounds.
- Uses lower extremities frequently in simple/firm grasping and fine manipulation.
- Maintains head/neck continuously in flexing movements and occasionally in static position & rotational/extension movements.
- Need appropriate or corrected vision, requires ability to judge distance and space relationships, uses peripheral vision while eyes are fixed, uses eye adjustment in doing near point work, and requires ability to identify and distinguish colors.
- Frequent speaking/hearing abilities with staff, co-workers, parents and supervisor.

- Performs annual survey which exposes body to injury and/or accidents outdoors.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Assumes responsibility for the direction, control, or planning of activities.
- Encourages/Uses creativity, self-expression, or imagination in performing duties.
- Influences people in their opinions, attitudes, or judgments about ideas.
- Makes judgments or decisions based on measurable or verifiable data.
- Deals with people beyond giving or receiving instructions and is courteous, cooperative, conscientious, and tactful with co-workers, staff, supervisor, and program director.
- Works on repetitive duties according to set procedures with precision and thoroughness.
- When confronted with emergency, performs under stress, critical, unusual, or dangerous situations.
- Performs variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.
- Possesses leadership and administrative abilities.
- Will ensure that the Head Start Center complies with all Local, State, and Federal regulations.

For especially assigned projects tasks, and/or emergencies to work on weekends, holiday, and evenings on request by the Executive Director.

Upon request attend various Child Development Center related meetings or activities, parent monthly meetings, and (on request only) Parent Policy Council Meetings as scheduled by the Executive Director.

NOTE: Actual experience job related field may be substituted for college credit on year to year basis. The Department of Health and Human Services does not require completion of degree requirements or certification as a condition of professional employment. While degrees are indicators of achievement, they are not an indication of competence; performance is a better record of competence and capability.

IMMEDIATE SUPERVISOR: _____

EMPLOYEE SIGNATURE: _____