

MONTEREY COUNTY OFFICE OF EDUCATION

**PRESCHOOL CENTER DIRECTOR
Head Start Program**

CLASSIFICATION: Certificated Management
SALARY LEVEL: Preschool Center Director's Salary Schedule
WORK YEAR: 180-215 days

DEFINITION

Under general direction, fulfills the role of Center Director as defined by Title 22 of the California Code of Regulations. Oversees the daily operations of the child development center where assigned. Supervises and teaches an assigned group of students using developmentally appropriate practices. Organizes and conducts parent education and parent involvement activities.

SUPERVISOR

Head Start Program Manager

POSITIONS SUPERVISED

Preschool Teacher
Preschool Assistant Teacher
Preschool Trainee
Family Service Worker
Bus Driver

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Is responsible for the daily operation of the Head Start center and ensures compliance with Title 22 regulations, and Head Start Performance Standards. Provides direction, guidance, support, and evaluates, assigned staff. Supervises enrollment process and assures children are enrolled in accordance with Head Start Policy and Procedures. Monitors and supervises all activities within the center to assure that enrolled children and their families receive comprehensive Head Start Services in accordance with Performance Standards and the grantee plan of action. Prepares and submits supply requisitions and maintains inventory of center supplies. Makes regular classroom observations for the purpose of strengthening the early childhood education provided to children and assuring developmentally appropriate practices. Oversees a daily inspection of the facility and equipment to assure a clean, safe, and orderly environment. Prepares and/or oversees the preparation of children and family records and assures that children and family records are correct, up-to-date, and kept confidential. Is responsible for the preparation, accuracy, and submission in a timely manner of program records, such as attendance, lunch count, etc. Communicates regularly with parents, assisting them to take an active role in their child's education, growth, and development. Provides or arranges for parent training in child growth and development. Initiates a set of standards for the center to assure a positive environment for learning and working together. Identifies the need for and requests ancillary and/or support services. Cooperates in a professional and ethical manner with others involved with the program and/or individual children. Schedules and facilitates case review meetings and center staff meetings. Attends IEP meetings, training meetings, management team meetings, and other meetings as required. Teaches one preschool class in accordance with the Preschool Teacher job description. Carries out authorized emergency and safety procedures and administers first aid. Complies with Monterey County Office of Education Board Policies and Administrative Regulations, with HHS/ACF regulations, MCOE Head Start policies and procedures and other applicable state and federal regulations.

OTHER DUTIES

Promotes parent involvement in the child's education and well being. Coordinates contacts between families and other staff members. Provides supervision and training to volunteers. Performs other job-related tasks as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and operate an automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/ pull, squat, twist, turn, bend, stoop and to reach overhead and run; physical mobility sufficient to move about the work environment on varied indoor and outdoor surfaces, to drive an automobile and respond to emergency situations; physical strength sufficient to lift 45 pounds; physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged period of time and to stand and walk for prolonged periods of time; Physical mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- Possession of a Children's Center Permit and meeting the education and experience requirements specified in Title 22, 101315.
- Three years experience as a lead preschool teacher, or other preschool teaching experience of comparable responsibility.
- Ability to plan, organize, supervise a preschool center.
- Ability to train and supervise classroom assistants and volunteers.
- Ability to communicate effectively in the English language both orally and in writing.
- Ability to work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.
- Ability to keep accurate records.
- Ability to physically carry out activities such as bend and/or stoop to maintain direct eye contact with preschool child; sit on the floor and/or preschool chair; lift preschool child weighing up to forty-five pounds.
- Ability to travel from site to site within the county.
- Possession of valid California Driver's License and the availability of an automobile with at least minimum insurance coverage required by law.
- Ability to obtain a valid first aid certificate within six months of employment.

DESIRED QUALIFICATIONS

- Certificate in pediatric
- Experience in developing parent or volunteer training programs.
- Experience with handicapped or special needs preschool age children.
- Experience with evaluating work methods or results.
- Bilingual, English/Spanish or English/Vietnamese.

Revised: 04/12/95

Policy Council Approval: 05/16/95

Board Approval: