



Northcoast Children's Services

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JOB DESCRIPTION Northcoast Children's Services **STATE CENTER DIRECTOR**

Under the direction of the Executive Director and State Program Administrator, the Center Director is responsible for the overall management of the center base program. This is a non-exempt position.

DUTIES/RESPONSIBILITIES:

1. Become familiar with NCS Agency goals and objectives and procedures and be able to communicate them to parents and community.
2. Plan program curriculum to cover all components; parent involvement, social services, health, education and refer families with health, nutrition, social service, mental health and handicap concerns to local resources.
3. Create a warm, accepting and developmentally appropriate environment which encourages the cognitive, physical, emotional and social development of the child and family.
4. Reinforce and enhance the role of the parents as the primary educator of their child.
5. Develop program components which are sensitive toward each child's rights, needs, and cultural/socioeconomic background.
6. Uphold confidentiality of child and family information in accordance with NCS confidentiality policy.
7. Responsible for outreach, recruitment, enrollment of families, maintain enrollment daily and monthly attendance reports.
8. Maintain awareness of and contact with community members and relevant community agencies.
9. Train, supervise and support classroom staff, parents and volunteers. Evaluate Teachers, Teaching Assistants and Cooks at least once a year.
10. Conduct regular parent meetings, share child development and parenting skills information; involve parents in the development of curriculum and program activities.

11. In cooperation with parents, implement and individualize child guidance techniques with children which are appropriate to the situation and the child.
12. Organize time to:
 - a. prepare curriculum and daily activities, in accordance with program guidelines.
 - b. develop and obtain needed materials and supplies.
 - c. conduct one center conference with each family as requested.
 - d. complete required records in a timely manner.
 - e. order classroom supplies and keep records of all expenditures.
 - f. participate in IEP conferences regarding enrolled children.
 - g. observe children daily for health problems.
 - h. maintain working relationship with landlord and other center staff.
 - i. assure that staff/volunteer schedules and attendance conform with required adult/child ratio.
 - j. maintain a clean, safe, healthful facility.
 - k. participate in parent meetings.
 - l. conduct developmental assessment and screenings within program time frame.
13. Will insure the facility conforms with Health and Safety Requirements, Community Care Licensing Requirements and insures on site personnel files are complete and current.
14. In cooperation with Executive Director and State Administrator, plan and participate in an individual training program.
15. Attend local or out of town meetings as requested by supervisor.
16. Perform other duties as assigned or negotiated.

For Infant/Toddler Center Director

The Center Director will receive supervision and support from the Program Director and concurrent support from the NCS State Program Administrator.

Additional Duties

1. Promote and maintain a cooperative relationship with members of the Infant Toddler Consortium (College of the Redwoods, Del Norte Child Care Council and NCS).
2. Provide mentoring and training experience for volunteers and students.

QUALIFICATIONS:

1. Must possess a Site Supervisor Permit on the Child Development Matrix or other Child Development Permit and submission of a waiver request to the State Department of Education, Child Development Division. For Center Directors working in an Infant and Toddler Center, three (3) units in Infant Toddler Care are also required.
2. A minimum of two years working with preschool children in a group setting.
3. Person must have knowledge of child development and be sensitive to the needs and characteristics of young children and families. Must have the ability to relate well to other staff members, parents and community members. Must be self directed and able to initiate parent and staff activities.
3. Must be able to read and write English effectively.

Physical Requirements

1. Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.
2. Physical agility to lift and carry children up to 50 pounds for safety reasons.
3. Physical agility to bend, stoop, walk, reach overhead, push/pull, squat twist and turn.

Health and Safety Training Requirements

1. Must possess, or be willing to obtain within 30 days, a current pediatric first aid and pediatric CPR certificate.
2. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement.
3. Must have current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.