



# Open Position

<b>Open Positions:</b>	Center Manager
<b>Closing Date:</b>	March 15, 2010
<b>Location:</b>	Plainview Migrant Head Start; Plainview, MN
<b>Schedule:</b>	Full-time / 10 month position scheduled to work mid February through mid December each year.

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## Benefit Packet Included:

Family health, dental, and vision insurance; any AFLAC plan; flexible spending account for both health and dependent care; 401(k) with a 5% company match; the employee assistance program free membership; sick/vacation accrual

## To Apply:

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Please see the following job description(s) (below) for a more detailed view of the necessary knowledge, skills, and abilities needed for these positions.

Tri-Valley Opportunity Council, Inc. is an Americans with Disabilities Act / Affirmative Action / Equal Opportunity Employer



## CENTER MANAGER

**Reports to:** Program Area Manager  
**Department:** Child & Family Services Programs  
**Classification:** Exempt

**Division:** Program Operations  
**Program:** Head Start  
**Grade:** 35

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**The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.**

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### **SUMMARY OF PRIMARY FUNCTION**

The Center Manager leads, manages and coordinates the development of program options for the local service area, which may include Region V, XII, and Early Head Start programs as well as Childcare/Early Childhood collaborations, to assure quality services for children and families which comply with Head Start Performance Standards, state regulations and Tri-Valley policies. The Center Manager assures integrated services from all local teams and/or agencies as well as support services. The Center Manager is Tri-Valley’s legal representative for all center activities and services, which are funded through the corporation. The Center Manager ensures that all center staff is adequately supervised.

### **ESSENTIAL FUNCTIONS**

#### ***Leadership***

1. Provides vision for the center, which includes meeting family needs, exceeding performance standards and other regulations while providing an optimal work environment.
2. Coordinates planning and evaluation to facilitate progress toward the vision.
3. Develops problem-solving strategies for the operation and improvement of center programs.
4. Develops and approves local policies/procedures when needed and which do not conflict with program or Tri-Valley policies/procedures.
5. Represents the Head Start/Family Service center in the community and with other agencies.
6. Supports local parent ownership, particularly through consultation with the center parent committee.
7. Ensures that a comprehensive assessment is completed yearly.
8. Incorporates results of community assessment into center planning.
9. Develops dual/multi-program plan for transitions with regard to program operations, i.e.: Region V, XII, and Early Head Start.
10. Reports program concerns and areas of weakness to supervisor. Proposes potential remedies and collaborates with supervisor to resolve.

#### ***Community Assessment and Relations***

1. Ensures that up-to-date community assessments are maintained for the overall region and local communities of eligible clients. This includes determining and documenting the characteristics, needs and resources of communities when and where services are not currently offered and assisting existing service locations in doing the same.
2. Interviews potential clients to determine eligibility and/or obtain information that will assist in planning services to meet their needs.
3. Initiates and maintains contacts with community employers, organizations and groups to promote understanding of the Head Start program, obtains information that will assist in planning services and advocate for clients in order to meet their needs.
4. Develops and documents partnerships with service agencies and other Head Start grantees to enhance services during and after the operation of local service locations.
5. Cooperates with local communities to improve program design at existing locations and establishes new locations and service models that best meet the needs of eligible populations.
6. Works with the Program Design Manager to develop program options to meet parent/community needs.

#### ***Fiscal***

1. Develops center budgets with the involvement of parents, center staff, and administrative staff.
2. Manages center fund systems effectively, utilizing the budget as a management tool.

3. Oversees purchasing and procurement for the Center and assures an accurate, current and secure center inventory.
4. Assures that fiscal procedures follow Tri-Valley guidelines and that forms/reports are completed and submitted in an accurate and timely manner.

### ***Personnel***

1. Assures systems for recruitment, hiring and retention of center personnel, which plan for staff and parent involvement.
2. Assures that immediate supervisors complete performance appraisals with input from other appropriate sources.
3. Designates lead staff members with general responsibility for disabilities, parent involvement, and transportation and other areas as needed, specifying expectations and outcomes.
4. Coordinates job assignments, orientation and on-going training for Center personnel needs.
5. Coordinates work schedules (breaks, lunch, planning) and staffing needs.
6. Promotes positive staff relations and mediates conflicts.
7. Assures the personnel paperwork is completed in an accurate and timely manner.
8. Assures all required training is completed.

### ***Operations***

1. Assures that facilities for program operation and storage meet the program's needs.
2. Assists with food service program so the child's needs and program regulations are met.
3. Assures that transportation services and staffing provide for child safety and meet program regulations.
4. Arranges for custodial services which meet child and program needs.
5. Assures that suspected child abuse/neglect reports are confidential and comply with legal and agency procedures.
6. Coordinates with the headquarters office and local agencies to assure referrals and follow-through for unmet needs.
7. Assures the effective transition for children and families coming into and leaving the Head Start program.
8. Ensures up-to-date and accurate inventory is maintained.
9. Ensures requested reports, files and other documentation is provided to as requested.

### ***Communication/Training***

1. Assures day-to-day communication and cooperation among personnel.
2. Directs and plans for integrated services by involving all staff in maintaining up-to-date knowledge about service delivery.
3. Develops procedures for assuring program and family communication, which include Staffing and Family Progress and Planning meetings.
4. Coordinates integrated activities and services such as registration, parent meetings, food service, transportation, etc.
5. Coordinates center communication to ensure that parents are informed and involved in program policies and activities.
6. Coordinates with partner programs such as Title 1 Migrant Education and other agencies.
7. Assures that program maintains files and records on provided services as directed.
8. Ensures the coordination of families and children needing special services due to special needs.
9. Determines, conducts and/or coordinates training and technical assistance for staff and parents.
10. Maintains a resource library for training purposes.
11. Maintains current staff training records.
12. Coordinates effective communication with the non-Head Start programs/personnel sharing the facility.

### ***Resource Development***

1. Identifies and utilizes appropriate resources to enhance quality of program service for families.
2. Develops knowledge regarding the communities served by the program.

### ***Supervision***

1. Supervises, provides guidance and support to staff, assisting them to progress in their position, developing skills and future potential.

2. Provides and supports professional development and training opportunities for staff to maintain a high level of knowledge in their professional field.
3. Evaluates performance as required and as necessary, coaching, providing praise and disciplinary action as needed in a timely manner.
4. Remains positive, enthusiastic, and resourceful, setting an example for others and provides leadership through individual and team performance

***Miscellaneous***

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

**ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES**

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley's programs, goals and philosophy.
7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.
17. Ability to effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines.
18. Ability to work under pressure, in stressful situations and with frequent interruptions.
19. Ability to think and act proactively in order to minimize problems.
20. Above average communication and interpersonal skills.
21. Adapts well to change, has the ability to create and implement changes to positively affect the Corporation or area of responsibility.

**MINIMUM REQUIREMENTS**

1. Associate degree or 2 years equivalent experience in early childhood education, public or community health, social work, management or another field directly related to the responsibilities of the position.
2. One year experience supervising two or more staff.
3. One year experience promoting adult learning.
4. One year experience working in a leadership or management position.
5. Excellent communication skills, verbal and written.
6. Proof of valid driver's license and current/adequate vehicle insurance coverage.

**PREFERRED REQUIREMENTS**

1. Ability to communicate fluently in English and Spanish, verbally and in writing.
2. BS degree in Early Childhood Education, Public or Community Health, Social Work, Management or related field.
3. One year experience working in a Head Start program.
4. Comprehensive knowledge of the community and its resources.
5. Familiar with Mexican/American, Migrant families cultures and lifestyles.
6. Two years experience managing a budget for an organization or activity.

**PHYSICAL DEMANDS / WORK CONDITIONS**

1. Working conditions are a typical office environment. The work is sedentary; typically the employee may sit comfortably to do the work. There are no special physical demands required to perform the work. The work area is adequately lighted, heated and ventilated.
2. Requires sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, copy machines, telephone and other office equipment. May require lifting up to 40 pounds. Requires normal range of hearing and vision.
3. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
4. Requires flexible schedule including days, nights, weekends and occasional overnight travel as needed to accommodate program needs.
5. High-stressed position requiring problem solving and change on a regular basis.

**ACKNOWLEDGEMENT**

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_