

Kedren Community Health Center, Inc.
KEDREN Head Start State Preschool Programs & Family Service Center
(323) 777-1411 Office# (323) 777-1365 Fax#

"Kedren...a family of giving, caring, and sharing...for all seasons."



Current Job Opening as of December 21, 2011 to January 5, 2012

CENTER MANAGER

A person who is responsible in supervising a child care and development program operating at a single site; ensure staff will provide service in the care, development, and instruction of children in a child care and development program; is authorized by the COO/Director to represent the facility to accept licensing or other agencies reports including reports of inspections, monitor and ensure that the facility is in compliance with the federal, state, CACFP, and agency guidelines and regulations; provide trainings to staff; and supervise all staff assigned to the site (May supervise between 4 – 20 teaching staff).

Responsibilities:

1. Ensures the smooth day-to-day operation of a single site or in rare instances, maybe asked to supervise multiple sites.
2. Ensures all required postings of Federal, State, and Local regulations are posted as necessary and kept current.
3. Responsible for planning, oversight, and executions of assigned duties which may include, but not limited to, assisting in the creation of departments policies and procedures, staff and parent handbooks, Annual Reports, Monthly Reports, and Program Improvement Plans.
4. Monitors each classroom at the site for the purpose of observing classroom activities and provide assistance to teaching staff, as appropriate.
5. Responsible for the transfer of information, such as attendance and other education information, to the data system (attendance and all education record-keeping information on Child Plus, Assessments on Survey Money, and/or any designated data system, as needed).
6. Ensures and maintains a safe and healthy environment. Equally delegate responsibility of orderliness and cleanliness in the classroom to include but not limited to house keeping duties such as cleaning and sterilizing of toys, sweeping and mopping of floors in the classroom, restroom, kitchen, outdoors, and cleaning sinks and toilets to the staff at the site.
7. Conduct initial observations on individual children referred prior to attending multi-disciplinary team meetings/ PRI meetings and provide input regarding the child's progress during the meeting and follow-up.

Requirements:

- Must have a BA degree in Child Development or related field with 24 units of Child Development
- 3 years experience in supervision work
- Must have a Current Program Director Permit or higher issued by the CA Commission on Teacher Credentialing
- Able to effectively communicate, verbal or written, to parents and staff
- Must be able to make decisions and good judgment
- Have the ability to discuss problems in an objective manner, leads, advice and guide team members

Full-time/ Exempt position, \$3,413 - \$4,823/ month plus fringe benefit package include medical, dental, vision, holidays, sick leave, vacation, retirement and Employment Assistance Program (EAP).

Applicants may apply in person between 9:00am – 12:00pm or 2:00pm – 4:00pm (Monday through Friday) in the Department of Human Resources or you may fax your resume to: (323) 777-1365, or email: lmcmillan@kedrenheadstart.org