

## ***CAPSTONE COMMUNITY ACTION JOB POSTING***

### **Overview**

DATES OF POSTING: **10/06/2016 – 10/17/2016**

NUMBER OF POSITIONS: 1

POSITION: **Child Development Services Manager**

BARGAINING UNIT POSITION: No

LOCATIONS: **Gable Place, Barre, VT**

PROGRAM: **Head Start**

SCHEDULE: Full time/Regular, 40 hours a week

CLASSIFICATION: Exempt (salaried)

SALARY RANGE: Mid 40,s to low 50,s depending on qualifications and experience

**Capstone Community Action is an Equal Opportunity Employer and Provider. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.**

*Only those applicants selected for an interview will be contacted.*

*Send cover letter and resume to: [jobs@capstonevt.org](mailto:jobs@capstonevt.org)*

**Capstone Community Action, Inc.**  
**JOB DESCRIPTION**

**Program: Head Start**

**Job Title: Child Development Services Manager                      Pay Grade:**

**Last Review Date/Update/Change of Job Description: 6/9/16**

**A. General Statement:** This position works under the direction of the Head Start director as part of the interdisciplinary Head Start management team. The child development services manager has primary responsibility for development, implementation, administration and on-going monitoring of the Head Start and Early Head Start child development services. The child development services manager is supervised by the Head Start associate director.

**B. Essential Functions:**

- Responsible for the overall planning, administration and implementation of assigned content area.
- Prepare written content area plan(s), reports, budgets and other information. Monitor and analyze data and outcomes, disseminate the information within the program, and incorporate it as a factor in planning program services. Submit plans, budget and written reports as requested by the Head Start director for Policy Council and Board approval.
- In conjunction with other content managers, plan, arrange and/or provide on-going training and technical assistance to managers, staff and parents through staff meetings, periodic observation of home visits, classroom and center observations, parent meetings and parent activities.
- Support and implement the NAEYC Code of Ethical Conduct and the Positive Guidance Policy of the program. Maintain confidentiality of all Head Start child and family information.
- Coordinate with other content area managers to ensure Head Start services are integrated and delivered with maximum effectiveness and efficiency, assist in the development of program options, policies, and procedures. Participate in intra-program and agency teams.
- Stay abreast of current themes and issues related to designated content area and serve as resource to the Head Start program on this material. Ensure that team managers and direct service staff access resources that support program philosophy, goals, and practices.
- Participate as appropriate in the Agency Community Assessment.
- Oversee budgeting and purchasing systems for ordering of program materials and supplies.

- Participate in professional development and collaborative activities including pre-service and monthly in-service trainings. Participate in inter program and interagency team activities in accordance with job expectations. Meet with associate director monthly to review work, goals and professional development. Promote Head Start and Capstone positively and proactively in the community.
- Support the health and disabilities managers to facilitate the organization of the Health Advisory Committee.

**C. Other Duties as Assigned**

**D. Qualifications:**

- B.A. in early childhood and/or experience as evaluated by the Head Start director. MA, MEd in early education strongly preferred.
- Experience working in Head Start, human or community based services or related programs and experience working with low-income people.
- Familiarity with Head Start preferred. Commitment to Head Start philosophy, goals and program standards required.
- Experience in training individuals and training in group settings.
- Excellent organizational, documentation, record-keeping, verbal and written communication skills. Experience with Microsoft Office and database applications required.
- Ability to establish supportive relationships and open communication with staff, parents and community partners.
- Demonstrated ability to establish collaborative relationships.
- Ability to work independently and as a team member.
- Valid driver's license and insured automobile.

**E. Signatures:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_