

## Cornerstone Community Action Agency

### Job Description

**JOB TITLE: Child and Family Development Center Director**

|  |                                 |
|--|---------------------------------|
| Exempt (Y/N): Yes                                  | Introductory period: 180 days   |
| Director: Director of Child/Family Services (DCFS) | Work Period: 12 months per year |

*Cornerstone Community Action Agency is committed to a policy of Equal Opportunity Employment (EOE) in its dealings with both employees and applicants for employment. As such, CCAA provides equal opportunity without regard to race, ethnicity, age, religion, sex, sexual orientation, national origin, Mental Health, status as a veteran, or any other characteristic protected by law except when such characteristic is a bona fide occupational qualification.*

#### **CCAA Vision Statement**

To build thriving and self-sufficient communities by creating equal opportunities for all individuals and families.

#### **CCAA Mission Statement**

A Community in Action, Empowering People, Changing Lives, and Offering Hope to Achieve Self-Sufficiency.

**SUMMARY:** To supervise daily practices/persons at the Center and implement relevant policies and procedures at the assigned Child and Family Development Center. To provide leadership in planning, designing, implementing and evaluating systems related to the staff, children and families in the assigned CFDC.

Ensure compliance with all HS and Licensing regulations. Provide positive representation of the agency in local, regional, state, and national communities. Ensure compliance with federal regulations, state licensing regulations, and Cornerstone Community Action Agency Policies and Procedures.

This position assists in the fulfillment of the agency's mission by creating an opportunity to empower people, change lives, and offer hope to achieve self-sufficiency for each individual and family we serve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** The CFDC Director will:

| 1.  | Exceeds | Meets | Improvement Needed | N/A too soon to rate |
|---|---------|-------|--------------------|----------------------|
| 1) Establish and foster a team approach, providing a positive work environment for all staff, and setting a positive example of the implementation of the Core Values center wide.<br>2) Coordinate services and the sharing of resources among site classrooms and centers within the overall program.           |         |       |                    |                      |
| 2.  |         |       |                    |                      |
| Ensure staffing requirements are met by developing and monitoring center and staff schedules. Coordinate with the E/MH Manager to maintain an approved list of substitutes; schedule substitutes if possible or plan other staffing changes to ensuring <b>HS</b> ratios are maintained, including working in the |         |       |                    |                      |

|  |         |       |                    |                         |
|--|---------|-------|--------------------|-------------------------|
| classroom as needed to maintain ratio. (2 staff @ all times)   |         |       |                    |                         |
| 3.   | Exceeds | Meets | Improvement Needed | N/A<br>too soon to rate |
| 1) Provide relevant information related to budget analysis and planning to the Education/Mental Health Manager.<br>2) Participate in and contribute to the annual self-assessment and strategic planning process by providing information to Admin relevant to assigned CFDC.  |         |       |                    |                         |
| 4.   |         |       |                    |                         |
| Monitor completion of home visits, parent conferences, submission of weekly lesson plans, and ongoing assessment by regular review of TS Gold or ChildPlus data and direct observation.  |         |       |                    |                         |
| 5.   |         |       |                    |                         |
| 1) Perform monthly audit of child files as assigned by ERSEA Specialist, submit report, and initiate steps to correct any missing information in coordination with FA.<br>2) Coordinate with FA to ensure all new enrollments are immediately reported to ERSEA.   |         |       |                    |                         |
| 6.   |         |       |                    |                         |
| Assist the Education/Mental Health Manager in completion of informal staff evaluations as well as 90 day and annual evaluations. Conduct regular, direct observation of all classrooms for implementation of the curriculum with fidelity, compliance with HS & Licensing regulations, and compliance with Standards of Conduct and Values   |         |       |                    |                         |
| 7.   |         |       |                    |                         |
| Develop and facilitate a positive community presence in the community, focusing on networking opportunities, enhancement of volunteer participation and educational awareness efforts as related to program philosophy & needs.  |         |       |                    |                         |
| 8.   |         |       |                    |                         |
| 1)Ensure all center staff have appropriate credentials, training and experience, in accordance with HSPPS, state, and program standards, including completion of Orientation and Pre-service training as required by licensing before new staff can be alone with children or counted in ratio.<br>2)Notify E/MH M of any current or upcoming staff vacancies.   |         |       |                    |                         |
| 9.   |         |       |                    |                         |
| 1)Conduct monthly health/safety inspections using the form provided. Conduct daily informal observations of site to ensure compliance with all health and safety and licensing regulations, including monthly safety inspections, fire drills, fire extinguisher checks; ensure daily inspections of classrooms and playground are conducted and documented by classroom staff.<br>2) Notify appropriate manager of any observed or identified issues needing support; Complete work order for actions related to health, safety, or other compliance issue needing contracted support. Follow-up to ensure actions are completed. |         |       |                    |                         |
| 10.  |         |       |                    |                         |

|  |         |       |                    |                      |
|--|---------|-------|--------------------|----------------------|
| Attends IFSP/IEP meetings as needed or requested.  |         |       |                    |                      |
| 11.  | Exceeds | Meets | Improvement Needed | N/A too soon to rate |
| 1)Works with the assigned Family Advocates and parents to arrange and implement Parent Committee meetings, special family events, and Parent Café sessions for the family education curriculum; attend all scheduled events for the center.<br>2)Maintains minutes of staff meetings, sign in sheets for any on-site training, in-kind forms, health forms, medication logs, and documentation of pest control visits. |         |       |                    |                      |
| 12.  |         |       |                    |                      |
| Receives and responds to verbal and written complaints about the CFS program while managing the Parent/Community Complaint procedure at the center level; coordinate complaints and responses with the CFS Director immediately.   |         |       |                    |                      |
| 13.  |         |       |                    |                      |
| 1) Immediately notify the CFS Director and H/N/D manager of any child or staff incident. Participate in the investigation of the incidents, assuring all forms are complete and the appropriate authorities are notified.<br>2) Ensure steps are taken to correct any safety/health issues immediately. Ensure any resulting corrective actions are completed on or before the required time frame.                    |         |       |                    |                      |
| 14.  |         |       |                    |                      |
| Participate in professional development activities as both an attendee and in support of the activity for other staff.   |         |       |                    |                      |
| 15.  |         |       |                    |                      |
| Maintains filing, tracking and documentation systems.  |         |       |                    |                      |
| 16.  |         |       |                    |                      |
| 1)Submit written Director Monthly Report to CFS Director by the 4 <sup>th</sup> of each month.<br>2) Submit reports on special activities, issues, or needs a regular basis.   |         |       |                    |                      |
| 17.  |         |       |                    |                      |
| 1) Monitors staff attendance and time punches; collect, verify, and approve all staff time sheets, verifying accuracy; submits time sheets to Time Sheet Folder in Share Drive by 10:00 am of the first work day after the end of the pay period.<br>2) Monitors employee on-site file requirements and keeps them secure in locked files.   |         |       |                    |                      |
| 18.  |         |       |                    |                      |
| Ensure all parents receive Family Handbook and that all policies in the Handbook are followed.   |         |       |                    |                      |
| 19.  |         |       |                    |                      |
| 1) Submit all Purchase Requisitions for office supplies, diapers, or formula by due date and time to Program Assistant<br>2)Work with the Ed Team on the annual inventory of center supplies and equipment and assessment of needs.  |         |       |                    |                      |
| 20.  |         |       |                    |                      |

|  |         |       |                    |                      |
|--|---------|-------|--------------------|----------------------|
| Ensure staff are informed of any information from the CFS Director, OHS, licensing, or any other information relevant to maintaining compliance with all applicable regulations and policies.  |         |       |                    |                      |
| 21.  | Exceeds | Meets | Improvement Needed | N/A too soon to rate |
| 1) Understand, generate, and document in-kind and other allowable costs applied toward the non-federal share requirement. Support staff in collection of in-kind.<br>2) Submit documentation to Program Assistant by the 20 <sup>th</sup> of each month for reporting purposes.  |         |       |                    |                      |
| 22.  |         |       |                    |                      |
| Make appropriate personnel decisions relevant to CFDC operations that do not require higher approval and submits others as a recommendation to the E/MH Manager or CFS Director.<br>This includes allocation of staff to ensure group size and ratios are maintained in compliance with HSPPS.   |         |       |                    |                      |
| 23.  |         |       |                    |                      |
| 1) Maintain enrollment data and waiting list in coordination with Family Advocate and ERSEA Specialist.<br>2) Notifies ERSEA Specialist of any current or upcoming open slots. For EHS, ensures ERSEA Specialist is aware of age restrictions for filling the space based on regulations related to mixed age grouping.  |         |       |                    |                      |
| 24.  |         |       |                    |                      |
| 1) Ensure parents of absent children are called within <b>one hour of start of day</b> (9:00 am) unless the parent has notified the center of the absence and the notification is documented. This can be done in collaboration with the FA.<br>2) Document the reason for the absence and inform the ERSEA specialist if follow-up is needed for an individual missing over 10% of program days or center absence totals over 85% at assigned CFDC. |         |       |                    |                      |
| 25.  |         |       |                    |                      |
| 1) Support food service staff as needed and communicate any issues to the Health Team<br>2) Ensure all meal counts and meal production records are accurate, complete, signed, and submitted to admin on time.   |         |       |                    |                      |
| 26.  |         |       |                    |                      |
| Ensure all health alerts, Boo-boo reports, and infant daily reports are completed as required and submitted to admin daily.  |         |       |                    |                      |
| 27.  |         |       |                    |                      |
| Maintains current knowledge of changing systems, regulations, early care and education best practices and program policies.<br>Ensure compliance with all regulations at all times   |         |       |                    |                      |
| 28.  |         |       |                    |                      |
| Submit the Director's Monthly Report by the 4 <sup>th</sup> of each month.   |         |       |                    |                      |
| 29.  |         |       |                    |                      |
| Complies with all standards of conduct as stated in HSPPS  |         |       |                    |                      |

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|--|--|--|--|--|
| 1302.90 Personnel Policies.  |  |  |  |  |
| 30.  |  |  |  |  |
| Complete other duties as assigned by CFS Director other Admin Team Manager |  |  |  |  |

**General Responsibilities** The staff member will:

|  | Exceeds | Meets | Improvement Needed | N/A too soon to rate |
|--|---------|-------|--------------------|----------------------|
| 1. Appearance  |         |       |                    |                      |
| Ensure personal appearance, personal hygiene, and dress are appropriate for the day's activities and comply with dress code. |         |       |                    |                      |
| 2. Reliability   |         |       |                    |                      |
| Ensure he/she can be counted on to carry out assigned responsibilities independently.  |         |       |                    |                      |
| 3. Safety  |         |       |                    |                      |
| Safely and properly use, maintain and operate all equipment for carrying out duties.   |         |       |                    |                      |
| 4. Punctuality   |         |       |                    |                      |
| Employee observes regularly scheduled work hours.  |         |       |                    |                      |
| 5. Compliance  |         |       |                    |                      |
| Employee follows Agency and Head Start policies, procedures, and established regulations                                     |         |       |                    |                      |

Performance Rating Categories: Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

E-Exceeds. Results clearly exceed position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

M-Meets Expectation. Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up/direction.

I-Improvement Needed. Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and/or supervision.

N/A-Not Applicable or too soon to rate.

**Qualification Requirement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

Must be 18 years old or older. Must have an Associate's degree in Early Childhood Education or a related field, Bachelor's Degree in these areas is preferred, and hold Director qualifications in the state of Texas to meet approval of DFCS.

**Language Skills**

Must have ability to read and interpret documents such as Agency policies and procedures, program outlines and regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of people, employees, or community organizations. Ability to provide training on regulations, policies, and procedures. Must be able to utilize the telephone to verbally communicate in an effective professional manner with the general public, agency clients, vendors and staff.

**Reasoning Ability**

Must have ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must have ability to deal with problems involving several concrete variables in standardized situations.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Other Skills and Abilities**

Ability to operate a personal computer, e-mail, word processing and accounting software. Must operate fax machines, calculators, typewriters, copier, and other office machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

In addition, the employee is regularly required to sit long periods of time and use hands and fingers to gather information, write, fax, data entry, telephone, keep his/hers working office clean and orderly. Specific hearing and speaking abilities required by this job include listening to and talking to the parents, general public, agency clients, vendors, and staff. Sustained concentration and attention to detail and accuracy, along with ability to prioritize a complex workload. In order to meet the requirements for the position, the employee must maintain a valid driver's license or otherwise have transportation to and from required home visits or required training.

*\*This form reflects the general details considered necessary to describe the essential function of the job identified and shall not be considered as a detailed description of all the work requirements that may be inherent to the job.*

*Failure to comply with Personnel Policies, job responsibilities, and functions, safety policies, can result in disciplinary actions up to and including termination.*

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**EMPLOYEE RECEIPT OF JOB DESCRIPTION**

This job description is not intended to be all inclusive. CCAA reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment.

I have read and understand this job description. I certify that I am able to perform the requirements of this job description. I have a received a copy of this document.

\_\_\_\_\_  
Employee SIGNATURE

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Employee PRINTED NAME

This portion to be completed at time of performance evaluation

Accomplishments/Recognition since last review

Specific areas of needed improvement/action items

Recommendations for professional development (seminars, trainings, schooling, licenses, etc.)  
Head Start Employees must complete a professional development plan.

Supervisor/Manager Comments

Employee Comments

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