



Employment Opportunity
Butler County Educational Service Center
January 7, 2019

POSITION: Site Manager

GENERAL DESCRIPTION: To supervise staff and direct programming at early childhood program classrooms to ensure compliance with Head Start Standards, Ohio Preschool Program licensing rules/regulations and BCESC policies and procedures.

QUALIFICATIONS:

- Bachelor, or advanced degree in Early Childhood Education, Ohio licensure in Pre-kindergarten , Social Worker or related areas preferred; or a combination of education and work experience. Experience teaching or working with pre-school children.
- Experience in leadership roles and two years previous supervisory experience.
- Knowledge of Early Childhood Curriculum and developmentally appropriate practices.
- Able to manage and supervise employees in multiple locations.
- Strong organizational skills
- Willingness/ability to work as a team member.
- Valid driver's license and access to personal insured vehicle during the work day.
- History of good job attendance.
- Must pass criminal background checks, and be free from communicable diseases.

ESSENTIAL FUNCTIONS:

- To assist in the development of program areas, objectives, plans, policies and procedures.
- To supervise and evaluate staff at assigned centers throughout the county.
- To mentor and coach staff.
- To provide leadership and guidance to center staff for the implementation and accountability of the Early Childhood Curriculum, literacy initiatives, state and federal performance standards, and child outcome expectations.
- To confer with Supervisor regarding progress and concerns.
- To coordinate licensure activities for assigned centers to ensure compliance with Ohio Early Childhood licensure standards as it pertains to staff qualifications and classroom operation.
- To assist with interviewing and selection of site personnel.
- To train and evaluate staff.
- To effectively manage conflict and seek positive constructive resolution of disagreements.
- To maintain accurate documentation of records.

- To assist in the development of creative marketing strategies to improve program awareness, recruitment efforts and enrollment.
- To monitor the full enrollment of children and the program wide goal of 85% average daily attendance.
- To assist in the management of all individual health and dental services for children.
- To assist with parent involvement activities.
- To facilitate or conduct activities addressing the transition of preschool children into Head Start and the public school system.
- To represent the program to the Policy Council, community agencies and interagency groups.
- To ensure confidentiality practices are maintained throughout the program.
- To continuously update and improve professional competence.
- To plan and organize work to meet priorities.
- To perform other duties consistent with the position as assigned.
- To comply with state and federal regulations that pertain to the position (e.g. OSHA, OCR)
- To report the presence of unauthorized or atypical visitors.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, building policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, work successfully in a culturally diverse environment, follow instructions, communicate effectively, maintain files and reports, collect data; schedule and lift moderate amounts of weight; travel to various sites throughout the work day.

Skill in: Basic math, English, computers and communication.

EQUIPMENT OPERATED:

Computer and office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to severe weather, heat, attends functions or performs duties outside normal working hours.

Constant: Exposure to heavy equipment, loud noise, blood, bodily fluids and tissue, irritating and hazardous chemicals, unruly children/adults, electrical hazards, and lift moderate amounts of weight up to 55 pounds.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: January 21, 2019
SALARY: \$42,000 - \$47,000 based upon education and experience
BENEFITS: Excellent benefits for all full time employees
WORK YEAR: Full Time – 230 days
DEADLINE: 1/14/19 for internal applicants; or until filled
APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.