

The Dimock Center Head Start/Early Head Start

APRIL 1, 2011

SITE MANAGER

The Dimock Head Start Program is seeking a Site Manager for our Early Head Start Program.

POSITION SUMMARY:

The Site Manager assures that the teachers under their direct supervision carry out Head Start Performance Standards and state and licensing regulations. The Site Manager supervises the program's Family Partner team. He/she is involved in supporting, teaching and coordinating the daily activities of staff to ensure that all teachers conduct assessments, monthly lesson plans, home visits, and parents' conferences and create individual plans specific to the needs of the child. Other areas of support involve assisting teachers in their education growth and development to ensure program outcomes. In addition, the manager works collaboratively with content area staff to implement comprehensive services at site – including providing access to classrooms, facilitating meetings with teachers, providing feedback and suggestions regarding systems and participating in on-going monitoring activities, including annual Self-Assessment, and staff performance reviews.

QUALIFICATIONS:

- BA Degree in Early Childhood Education or related degree
- Supervisor may hold a BA/BS degree in another discipline with an equivalent combination of education and a minimum of 18 units in child development, three (3) of which may be in Administration and Supervision in either Pre-school or Infant/Toddler coursework. All teaching positions must comply with the "staff qualification information memorandum" cited in the New Head Start Act 2007, in addition to the State Licensing Teachers Permit and Regulations
- EEC Director I qualified: hold or be in process of completing certification process
- Considerable knowledge of the principles, theories, and practices of child development, facility development, parenting and parent/child dynamics, and cultural competency
- Demonstrated capacity to work in a multifaceted team oriented environment
- Knowledge of Federal, State, and local guidelines and regulations pertaining to the Childcare program
- Bilingual skills a plus
- Minimum of 3 years experience working with children and families and 1 year of administration of child care setting experience
- If applicable, Early Head Start Site Manager must have the knowledge of infant toddler (birth – 3 years old) theory and practice

Full time position 37.5 hours/week

Benefit Information: Excellent benefit package which includes:

Paid vacation • Health and Dental Insurance • Paid Holidays • Retirement Plan

Interested candidates should forward their resume with cover letter to:

The Dimock Center, 1800 Columbus Ave., Roxbury, MA 02119

Attention: **Myra Oria**

Email: moria@dimock.org

The Dimock Center is an Equal Opportunity Employer