



Northern Virginia
Family Service

**NORTHERN VIRGINIA FAMILY SERVICE
JOB ANNOUNCEMENT
DECEMBER 2011**

**ASSISTANT CENTER MANAGER
Head Start**

Head Start is the most successful, longest-running, national school readiness program in the United States. It provides comprehensive education, health, nutrition, and parent involvement services to low-income children and their families. Pre-school aged children have benefited from Head Start through the development of their early reading and math skills they need to be successful in school.

The Assistant Center Manager of Head Start supports the Center Manager in planning, organizing, implementing, and coordinating services of the child development center. The Assistant Center Manager supervises the transportation staff and extended day teaching staff, and is expected to act in the absence of the Center Manager. The incumbent is expected to create and maintain a strong working relationship with parents and represent the Agency positively to the community. The Assistant Center Manager of Head Start is responsible for supporting the Center Manager in the growth, compliance and quality of service of the Center.

Job responsibilities include:

Staff Supervision and Development:

- Identify and fulfill staffing needs; prepare and conduct timely staff performance evaluations, approve timesheets, leave requests, and provide ongoing staff training to enable staff to deliver client service effectively.
- Supervise Head Start transportation and extended day staff
- Assist the Center Manager in ensuring proper classroom ratio and monitoring classroom activities for quality
- Assist the Center Manager in ensuring that the center meets all Head Start, State and County Safety Regulations
- Assist the Center Manager in reviewing administrative areas that are affecting teaching and transportation staff, their work with clients, and the fiscal integrity of the program
- Oversee bus route schedule and ensure appropriate coverage

Client Service Delivery:

- Monitor, observe and guide classroom activities and standards
- Provide timely feedback to teaching staff to ensure that classroom activities maximize student team engagement
- Monitor preventive safety maintenance procedures for the transportation fleet
- Create and maintain a strong working relationship with parents
- Encourage active participation from parents on local Parent Committee and Policy Council
- Assist the Center Director in the development of new program services

Compliance and Reporting Requirements:

- Ensure compliance with Federal Head Start, Commonwealth of Virginia and Arlington County Child Care regulations
- Ensure that service delivery is performed according to and within the NVFS mission and organizational values
- Prepare and submit to Center Manager monthly transportation services monitoring report

Meeting and Community Outreach/Resource Participation:

- In the absence of the Center Manager ;act as liaison with community, civic, and business groups on behalf of Early Childhood programs; participate in appropriate community task force committees

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Financial Oversight

- Assist the Center Manager in ensuring that program operates within budgetary parameters established

Education and Experience Required:

- Bachelor's degree in Early Childhood Education or related field from an accredited college or university required (no work equivalency allowed).
- At least three years experience providing direct supervision of staff
- At least three years program management experience specializing in human services
- Excellent leadership and teambuilding skills/experience
- Organized, detail-oriented, and able to work in a fast-paced environment with multiple priorities
- Ability to utilize technology effectively to enter, retrieve and analyze data
- Ability to work a flexible schedule

Northern Virginia Family Service is a private, non-profit human service organization with a \$31 million annual budget, 325 employees, 1,500 + volunteers, and offices located throughout northern Virginia. Serving nearly 33,000 children and families, our programs encompass five mission initiatives: safe and stable housing, access to affordable health care, emergency services, workforce development, and early childhood and youth development. Northern Virginia Family Service is an Equal Opportunity Employer.

This description is intended to describe the essential job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified.

This is a full time, benefitted position located in Arlington.

Please email letter of intent and resume to:

Email: careers@nvfs.org

Northern Virginia Family Services
Attn: Human Resource Department
10455 White Granite Drive, Suite 100
Oakton, VA 22124