



Northern Virginia  
Family Service

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

**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 children have benefited from Head Start through the development of the early reading and math skills they need to be successful in school.

The Center Manager of Head Start plans, organizes, implements, and coordinates services of the child development center, exercising independent judgment and decision-making authority, including budget, policies, procedures, and staff supervision. The Manager will create and maintain a strong working relationship with parents. The Manager is expected to represent the Agency positively in the community, interpreting Agency services to other agencies and public groups. The Manager of Head Start is responsible for 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 and professional development plans; approve timesheets, leave and reimbursement requests
- Work with Assistant Center Manager to create and assess staff's professional development plans; arrange for the provision of on-going staff training
- Supervise Head Start teaching staff; conduct client consultations; ensure proper classroom ratio; monitor classroom activities for quality.
- Ensure that the facility meets all Head Start, State and County safety regulations
- Collaborate with Assistant Center Manager and Facilities Director in ensuring all preventive safety maintenance procedures are followed for transportation fleet
- Identify and work with Deputy Director on reviewing administrative areas that are affecting center staff, their work with clients, and the fiscal integrity of the program

*Client Service Delivery:*

- Monitor, observe and guide classroom activities and standards
- Issue a monthly newsletter reporting on scheduled events, center activities, special reminders, and other necessary information. Annually provide families with a parent handbook.
- Responsible for timely and consistent communications to parents and external stakeholders
- Encourage active participation from parents on local Parent Committee and Policy Council
- Develop or assist in the development of new program services
- Work with Regional Coordinators, other agency programs and community partners to ensure smooth coordination of comprehensive services to children and their families

*Compliance and Reporting Requirements:*

- Ensure compliance with federal Head Start, Commonwealth of Virginia and Arlington County Child Care regulations, as well as compliance with USDA and Health Department regulations for food service
- Ensure that service delivery is performed according to and within the NVFS mission and organizational values
- Prepare and submit to the Deputy Director a Facility Safe Environments monitoring report monthly
- Responsible for goals and objectives of contract for programs; includes NVFS outcomes and reporting.

*Meeting and Community Outreach/Resource Participation:*

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- Act on behalf of NVFS Early Childhood programs as agency ambassador with community, civic, and business groups; participate in appropriate community task force committees; develop and monitor public relations
- Work closely with Arlington Public Schools staff to ensure positive working relationship, coordination of services, and smooth transitions for children

*Financial Oversight*

- Assist in formulating and monitoring the annual program budget and expended funds
- Ensure that program operates within budgetary parameters established
- Collaborate with Arlington County Child Care Subsidy Division in supporting families accessing resources that they may be eligible for

**Education and Experience Required:**

- Master's degree in Early Childhood Education or related field from an accredited college or university. (Bachelor's degree in Early Childhood Education or related field required. Graduate degree can be substituted with two years of related work experience for every year of graduate level worked.) Must meet state and county requirements for site administrator
- At least three years' experience providing direct supervision of staff.
- At least three years program management experience specializing in human services
- Experience in managing a Head Start center-based program preferred
- 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](mailto:careers@nvfs.org)

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