

**STARK COUNTY COMMUNITY ACTION AGENCY**  
**JOB POSTING**

<b>Job Title:</b>	<b>Center Manager</b>	<b>Job Category:</b>	<b>Managerial</b>
<b>Department/Group:</b>	<b>Head Start</b>	<b>Job Code/ Req#:</b>	
<b>Location:</b>	<b>Malloy</b>	<b>Position Type:</b>	<b>Full Time</b>
<b>Level/Salary Range:</b>	<b>Exempt</b>	<b>Date posted:</b>	<b>December 3, 2018</b>
<b>HR Contact:</b>	<b>Rudolph Herter</b>	<b>Posting Expires:</b>	<b>December 13, 2018</b>

<b>Mail:</b>	<b>Email: <a href="mailto:hr@sccaa.org">hr@sccaa.org</a></b>
Stark County Community Action Agency	<b>Fax: 330-454-6850</b>
Human Resource Department	
1366 Market Avenue North	
Canton, Ohio 44714	

**Job Description**

**Job Purpose:**

The Center Manager will assure their assigned site operates in full compliance of all Head Start/Early Head Start Performance Standards as well as ODJFS licensing requirements and other regulations.

**Duties:**

- Ensure that all aspects of child development, health, safety and nutrition are at or above levels required by The Head Start Act and all regulatory and governing entities.
- Ensure that Family and Community partnerships at the center are active and that communication with staff and parents is timely and encourages involvement.
- Responsible for mentoring, training, coaching and disciplining staff as appropriate and in accordance with SOCAA guidelines and expectations.
- Maintain organized, current and complete records of enrolled children and staff.
- Identify opportunities, make recommendations and implement changes to streamline and improve processes.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Efficiently manage a high stress environment which has rapid changes in condition and environment.

**Skills/Qualifications:**

- A minimum of a Bachelor's degree in Early Childhood Education and 5 years related work experience in an ECE and pre-school setting.
- Be or become a CLASS Reliable Certified educator (within 6 months) and maintain the status during employment.
- Working knowledge of ODJFS Child Care Licensing Rules and Regulations
- Excellent inter-personal and communication skills.
- Previous supervisory experience preferred.



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**Equal Opportunity Organization**

The Stark County Community Action Agency is an equal opportunity organization that does not discriminate in its employment practices or in its delivery of services.