



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission POSITION DESCRIPTION

- Position:** Site Manager – Center-Based Programming
- Reports To:** Child Development Services Manager
- Supervises:** Assistant Site Manager, Teachers and Teacher Aides at a Head Start/Early Head Start site.
- FLSA Status:** Exempt

Position Purpose:

The Site Manager oversees the day to day operation of the center and meeting the Head Start Performance Standards, Public Health Regulations, and DCFS Licensing Standards and provides vision and leadership to education staff in creating a positive learning environment where Head Start children gain the skills, knowledge, and attitudes that lead to future school success.

Specific Duties and Responsibilities:

- Implements Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Supports teachers and assistant teachers to become exceptional early childhood educators by engaging in their professional development, modeling effective teaching practices, and implementing agency policies and procedures.
- Ensures a supportive, inclusive, and welcoming environment every day and fosters a sense of belonging and safety for staff, families, and children.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



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- Promotes quality childcare and models developmentally appropriate practices.
- Balances business concerns with what is good for the children.
- Provides leadership and direction to the staff responsible for providing safe and healthy care for the children.
- Displays genuine interest in the lives of their direct reports, monitors their workloads and shows appreciation for extra effort.
- Adheres to the organization's values and beliefs and acts in line with those values by practicing them.
- Establishes and maintains effective relationships with staff, enrolled children, and families thereby gaining their trust and respect.
- Maintains a safe, healthy, well-equipped learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Maintains a developmentally appropriate education program that is inclusive of all children and based on best practices defined by Head Start Performance Standards, NAEYC, Quality Rating System and Illinois Early Learning Standards.
- Maintains Illinois Gateways ExceleRate status and recordkeeping.
- Oversees all educational activities to ensure that the education and early childhood development plans, including child health, nutrition and mental health activities, are fully implemented.
- Ensures local, state and federal rules and regulations are followed at the site, in addition to program policies and procedures.
- Orders and maintains classroom equipment and supplies following purchasing policies.
- Establishes and maintains a positive working relationship with property owners and/or facility managers.
- Promotes parent involvement in the child's development through home visits, parent-teacher conferences, and participation in parent meetings.
- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Facilitates family committee meetings and other family events.
- Ensures that child development information is maintained in family files and that accurate, complete and confidential client records are maintained.



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- Oversees screening and on-going assessment of each child's growth and development.
- Responsible for the hiring process and orientation and evaluation of new employees and volunteers.
- Participates in investigations of violations of policies and procedures and the grievance process.
- Issues appropriate employee discipline in accordance with personnel policies and collective bargaining agreements.
- Maintains adequate staffing and provides supervision and training to child development and clerical staff, as necessary.
- Supports staff professional development and quality services through regular classroom observations, individual Professional Development Plans and annual written performance evaluations.
- Takes responsibility of own professional development with the support of their supervisor.
- Completes payroll data entry. Monitors and approves staff time, travel, and reimbursement requests.
- Participates in program improvement and strategic planning activities.
- Maintains and respects family and staff confidentiality.
- Demonstrates respect for the principles of EEO and ADA.
- Represents the program in the community.
- Maintains ability to travel to meetings, trainings and other work sites.
- Assists with recruitment activities as assigned.
- Perform other related duties as assigned.

Required Knowledge:

- At a minimum, a bachelor's degree in early childhood education or Child Development or equivalent degree with 30 hours of coursework in early childhood education or child development and three credit hours of business administration in early childhood.
- Three years of supervisory experience preferred.
- CLASS observer certified preferred.



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- Knowledge of Head Start and other agency rules and regulations preferred.
- Prior direct supervision experience with teams of 20-30 people preferred.
- Previous experience with culture management and inclusion initiatives preferred.
- Previous experience with recruitment, staffing, and operations management preferred.
- Experience working in an early childhood setting preferred.
- Experience working with diverse populations preferred.
- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- use oral and written communication, and interpersonal and management skills necessary to effectively supervise staff, relate to children, families, and community agencies
- adhere to the bargaining unit contract
- utilize technology to meet program requirements
- work in a fast-paced work environment
- adjust to change frequently
- work independently and meet strict deadlines
- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children and/or families
- coach staff and provide reflective supervision
- document and provide feedback on employee performance and accountability
- manage projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems



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- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- conduct classroom observations
- complete health and safety assessments of the facility
- reinforce curriculum and classroom management methods
- lead trainings and meetings
- travel to meetings, training, service delivery, and other work sites
- provide necessary emergency response to children, families and/or staff
- Sit, stand, and walk 95% of workweek
- travel 5% of work week
- lift and carry a child up to 50 pounds

Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Occasional adjustments of office/classroom furniture
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise level may be high due to classroom noise and visitors
- Frequent near-vision use for reading and computer work
- Travel to meetings, trainings, and other work sites



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Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



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