



JOB DESCRIPTION

Job Posting – Anna Waters Head Start

Position: Site Manager

Supervisor: Head Start Director

SUMMARY: Responsible for administering all pertinent provisions of policies and procedures and for the total day to day operations of the site, including staff supervision, maintaining and monitoring licenses and regulations for compliance of federal, state, and local entities. Set daily examples in supporting Head Start's philosophy. Demonstrate knowledge, skills, and abilities in meeting the needs of the families, planning, implementing, monitoring, and evaluating programs to apply effective management principles in working with all children, families, and staff within the Head Start Program.

QUALIFICATIONS: Must possess a Baccalaureate or advance degree in Early Childhood Education or a related field with a minimum of 24 credit hours in Early Childhood Education.

OTHER:

1. Relates well with children, parents and staff.
2. Knowledge of the program and how it operates and/or willingness to learn.
3. Must attend all in-service training and staff meetings on and off DMCOC sites as required by the Head Start Director.
4. Must have a car, current driver license, and must show proof of insurance required by the State of Illinois.
5. Must have a Food Service/Sanitation Certificate or be willing to obtain one.
6. Must be Director qualified according to DCFS regulations.

TO APPLY: Submit an application online at www.dmcoc.org/hiring, via email to tmurray@smcoc.org or in-person at the DMCOC office. An application is considered complete if it includes the following: Resume, Cover Letter and Completed Application. *All potential employees must pass all criminal background checks.*

DMCOC is an Equal Opportunity Employer.