



Rural Alaska Community Action Program, Inc.
JOB DESCRIPTION

Job Title: Anchorage Regional Manager / CDC Oversight **Class:** Exempt
Department: Head Start/Child Development Center **Range:** 16
Division: Child Development **Supervisor:** Program Manager II

JOB SUMMARY: Management of overall operations of assigned programs/sites, leading a team of coordinators in provision of services and training and technical assistance to assigned programs/sites.

Management oversight of the child care center operation to insure compliance with all state and municipality licensing requirements and the recommended practices of the National Association for the Education of Young Children.

This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions (please refer to the Human Resources Department for any reasonable accommodations.)

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Ensures compliance with all applicable federal and state regulations, Head Start Performance Standards, childcare licensing regulations and agency and Child Development Division Policies and Procedures/Integrated Work Plan at each assigned site.
2. Manages overall operations of assigned sites including supervision of site supervisors.
3. Provides on-site monitoring of sites in the fall and in the spring.
4. Leads team of coordinators in provision of services and training and technical assistance to assigned programs/sites.
5. Conducts regional team meetings monthly.
6. Responsible for staff hiring, development, training, evaluation, and team building in assigned sites; provides, supervisory leadership and technical assistance; ensures clear cut lines of authority and channels of communication for staff and parents.
7. Works with site staff, Head Start Director, and RurAL CAP Budget Specialist to develop and maintain budgets and expend funds in accordance with grant terms/conditions.

8. Responsible for Parent Advisory Committee and Head Start Regional Parent Committee training and support. Schedules and facilitates Regional Parent Advisory Committee teleconferences three times a year. Monitor Parent Advisory Committee minutes and expenditures of Parent Advisory Committee Activity funds.
9. Establishes and maintains partnerships with applicable agencies to advocate for responsive and effective quality services for children and families.
10. Monitors and ensures timely collection of required data from each assigned program/site and submits required written reports and information necessary for quarterly reports, federal and state, Municipality of Anchorage (MOA) Child Care Licensing reports, and Program Information reports and site budget projections and other reports as requested in timely manner.
11. Participates in weekly staff meetings, regular supervisory meetings and all required training.
12. Provides leadership in implementing long term and short term goals for the Child Development Center, including: Financial revenue projections, enrollment capacity, personnel management and child transitions.

OTHER CDC RESPONSIBILITIES:

1. Oversees the classroom schedules and ensures staff duties are carried out as required.
2. Develops the center schedule and arranges for substitute staff as needed.
3. Develops and maintains the CDC Policies and Procedures manual, revising as necessary.
4. Work in classroom or kitchen as necessary to maintain child to caregiver ratios and food service requirements.
5. Performs other duties as assigned.

SUPERVISORY REASONSIBILITIES:

WORK ACTIVITIES:

1. Performs day-to-day administrative tasks such as maintaining files and processing information and paperwork and uses computers and computer systems effectively to enter data, create spreadsheets documents, program, training materials, and power-point presentations.
2. Analyzes information and evaluates results to choose the best solution and solve problems.
3. Encourages and builds mutual trust, respect, and cooperation among team members to accomplish tasks.
4. Communicates with employees and others who represents the organization in many facets of the agency.

COMPETENCIES, SKILLS, AND ABILITIES:

1. Active listening by giving full attention to what other people are saying, taking time to understand the points being made and asking questions as appropriate.
2. Monitoring/assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
3. Negotiation abilities to bring others together to try to reconcile differences.

4. Speaks clearly and communicates information and ideas effectively so others will understand.
5. Reads and understands information and ideas presented in writing, and to communicate information and ideas in writing so others will understand.
6. Ability to read, comprehend, and follow established policies and procedures.
7. Ability to manage work time well, prioritize and meet deadlines.
8. Ability to establish good rapport with people of diverse cultures and belief systems.
9. Demonstrated ability to work effectively in a team environment.
10. Must demonstrate sound judgment, professional boundaries, ethics, and ability to maintain confidentiality.

WORK ENVIRONMENT/JOB CONDITIONS:

1. Agency is a mandated tobacco, drug and alcohol free workplace.
2. General office environment; share office environment.
3. Develops and maintains constructive and cooperative working relationships with others.
4. Frequent travel to and in rural Alaskan communities by small plane and alternate ground transportation.
5. Willing to sleep on Head Start Center floor in communities where there is no other lodging available.
6. Ability to carry out job responsibilities in rural areas without, or with limited, running water and sewer systems.
7. Uses computers and computer programs effectively to enter data, create spreadsheets and process information, and to develop documents, and program and training materials.
8. Develops specific goals and plans to prioritize, organize, and accomplish work.
9. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures.
10. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 40 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials.
2. Occasionally performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things.

3. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. or hours vary with location. Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

In-state travel and overnight stays are expected.

EMPLOYMENT REQUIREMENTS AND REQUIRED EDUCATION:

1. Must be at least 18 years of age.
2. Must pass Municipality of Anchorage, state and federal background checks, including fingerprints.
3. Bachelor of Arts Degree in Early Childhood education, Human Services, or related; plus (3) years administrative, and supervisory experience; OR 7 years of equivalent experience in a qualifying field.
4. Responsible work ethic with reliable attendance.
5. Must attend 24 hours of professional development training annually.
6. Must pursue an ongoing professional development plan including formal training certification or college degree as recommended by the program.
7. Demonstrated ability to supervise 2 or more employees including long distance training and technical support, team building, and evaluating work performance.
8. Demonstrated ability to successfully interpret and implement company and departmental policies, procedures, and service standards.
9. Knowledge of business and management principles involved in leadership technique, production methods, and coordination of people and resources.
10. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
11. Proven ability and willingness to be self-directed in problem solving and decision-making and perform basic assignment with little or no direct supervision while also working effectively as a team member.
12. Demonstrated intermediate level of computer skills necessary in order to use and create documents and reports, spreadsheets, workshop materials and slide presentations, and to enter data into intricate database programs and proficient use of Microsoft Word, Excel, PowerPoint, Publisher, and Outlook.
13. Must keep all matters concerning participants in strictest confidence as required by HIPAA privacy and the 42 CFR, Part II confidentiality regulations.
14. Participate in all appropriate training functions: developing and leading workshops, presenting at conferences, etc., as required

15. Knowledge and experience in rural Alaskan way of life with strong competence in multi-ethnic environments.
16. Must provide a TB screening and basic physical exam within thirty (30) days of hire with follow-up every three (3) years at employee's expense.
17. Must complete and maintain Pediatric CPR and First Aid Training certification at employer's expense.
18. Must be able to provide own transportation to meet work schedule requirements.

PREFERRED EDUCATION AND EXPERIENCE:

1. Master's Degree in early childhood education or human services field.
 2. Extensive knowledge of social, cultural, and economic conditions in rural Alaska.
 3. Knowledge of and experience with Head Start Programs.
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EQUAL OPPORTUNITY STATEMENT (EEO)

RurAL CAP is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, disability, protected veteran status or any other legal protected status. EOE: M/F/D/V/SO.

Please note: This job description is not designed to cover or contain comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.

Employee's signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. RurAL CAP is an "at-will employer."

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Created By:
Human Resources

Approved By:
Department Manager: _____

Division Director: _____

Human Resources Director: _____

Chief Executive Officer: _____

FOR HR AND PAYROLL ONLY

<u>Work Comp</u>	<u>DOL Class</u>	<u>ESC Code</u>	<u>EEO Class</u>	<u>Area</u>
8869	Exempt	119199	First/Mid Offs & Mgrs.	Varies