



**Job Title:** Assistant Center Administrator  
**Department:** HS/EHS  
**Funding Source/Program:** HS/EHS  
**FLSA Status:** Exempt  
**Compensation Range:** Level 5  
**Supervisory Responsibilities:** Yes  
**Reporting To:** Center Administrator  
**Date Prepared:** 04/13/2015  
**Revision Date:** 12/01/2017

**POSITION SUMMARY:**

The primary scope of this position is to be responsible for the total operation of assigned center(s) including but not limited to administrative tasks, compliance with all standards and regulations, staff management, parent and community relations and collaboration with all content areas while actively and consistently striving to provide an exemplary innovative program that provides comprehensive, high quality services through commitment and leadership to empower the whole child and family by partnering with family, staff and community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES –**

- Follow agency and center's operation procedures and ensure efficient daily operations in center(s).
- Ensure all operations are in compliance with Head Start Performance Standards and all State and Local regulations applicable to center.
- Ensure all records and information required on children, staff and program operation are accurate and up-to-date.
- Ensure all staff members abide by the "Confidentiality Policy" when dealing with children, families, staff and program records and information.
- Safeguard center's property by ensuring that all equipment and materials are properly used and maintained.
- Supervise all staff members assigned to center, evaluate staff's performance frequently and offer training and/or support accordingly.
- Conduct formal performance appraisal during established, appropriate timeframes.
- Conduct regular staff meetings, ensuring staff members are abreast of Agency's latest information
- Collaborate with all content area specialists who are assigned to serve the center's children, families and facility.
- Follow Collaboration Agreement with local school districts and/or agencies, if applicable.
- Assist in recruiting and monitoring/mentoring volunteers.
- Complete required administrative tasks and submit reports accurately and on time.
- Keep supervisor(s) informed regarding center's operations and status through oral and written communication.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This job description may be revised upon development of other duties and changes in responsibilities.

## **ESSENTIAL TRAITS/COMPENTENCIES**

Essential traits for this position are as follows:

- Must be a self-starter.
- Must be able to communicate effectively with team members and management.
- Must be results oriented.
- Must have superior organizational and time management skills.
- Must be able to work independently or on teams in challenging work atmosphere.
- Must have an exceptional aptitude for attention to detail.
- Must be able to prioritize and balance multiple projects and deadlines in a fast-paced, deadline driven environment.
- Must be able to plan and complete tasks and assignments on-schedule with minimal supervision using appropriate judgment.
- Must be able to exercise appropriate judgment, discretion, maintain the confidentiality of all Gulf Coast Community Services Association (GCCSA) stakeholders.
- Must be able to contribute to building a positive team spirit; put success of team above own interests; support everyone's efforts to succeed.
- Must be able to show respect and sensitivity for cultural differences; promote a harassment-free environment.
- Must be able to treat people with respect and dignity; work with integrity and ethically uphold the Agency's mission and values.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **Education/Experience:**

Bachelor's Degree required in Early Childhood Development, Elementary Education or related field. Minimum of one (1) year early childhood education / management experience. Knowledge of issues of low income families, especially minority groups. Experience in working with children, preferably birth to five years. Experience in Head Start/Early Head Start preferred. Knowledge of adult learning styles and successful approaches to adult learning. Training experience desirable in large and small group settings. Ability to meet Texas Department of Family and Protective Services Childcare Director's Certification requirements as follows; *A bachelor's degree with twelve (12) college credit hours in child development and six (6) college hours in business management and at least one (1) year of experience in a licensed child-care center.*

### **Communication Skills:**

Must have the ability to read and comprehend intermediate to complex instructions.

Able to write concise, logical and grammatically correct written communication and the ability to write simple and clear correspondence. Excellent oral and written communication skills are necessary to interact with all levels of management, colleagues and staff to ensure consistency and proper procedure implementation.

### **Mathematical Skills:**

Intermediate to advanced math skills required.

**Computer Skills:**

Must be able to work in a computerized environment and have intermediate knowledge of Microsoft Office Applications including but not limited to: Windows, MS Outlook, MS Word, MS Excel, MS Power Point and MS Access.

**Licensing/Certifications:**

Must be able to provide reliable transportation.

**Physical Demands & Work Environment:**

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

While performing the duties of this job, the employee may regularly be required to talk, hear, sit, walk, stand and use hands while interacting with fellow employees. The employee must be able to lift from the floor up to 50 pounds, reach overhead and to the floor.

The work environment is that which is typical of a classroom setting. The noise level in the environment is usually very loud and noisy.

**JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I have received a copy of the Job Description for my position:

Position: \_\_\_\_\_

Revision Date: \_\_\_\_\_

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I have received, reviewed and fully understand the job description and all of the duties and responsibilities listed. I further understand that I am responsible for the satisfactory execution of the job duties and responsibilities described therein.

I further understand that my job duties may change at anytime according to the needs of Gulf Coast Community Services Association.

I further understand that future performance evaluations will be based on my ability to perform the duties and responsibilities outlined in the job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)