

I, \_\_\_\_\_, certify that I have read and understand the Qualifications and Functions of this Position Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### POSITION DESCRIPTION

Choanoke Area Development Association, Inc.

Position	Program Operations Manager	Date:	Revised Dec 2021
Overtime Status	Non-Exempt	Grade:	3
Salary Range		50 weeks	
Site Location	Administration Building – Rich Square		
Department	Head Start/Early Head Start		
Reports to	Head Start / Early Head Start Director		

Qualifications:

Four-year degree in Business, Child Development, or equivalent in education and experience. Knowledge of NC Child Care Licensing requirements and inspections, and federal and state transportation codes and standards for children ages 0-5. Knowledge of procurement policies and facility leasing / rental agreements and contracts. Must maintain accurate records on cost estimates and expenditures. Must have a valid NC Driver License. Must have background and experience in the supervising of staff in an Early Childhood setting with good working knowledge of Early Childhood practices, principles and theory. This person should also possess administrative skills and have the ability to work with other staff members and institutions.

Basic Functions:

Plan and coordinate the early childhood operational services to ensure that facilities are safe, attractive/inviting, well-staffed and developmentally conducive for child growth and development. Serve as liaison between the program and transportation contractor. Work closely with Education/Transition Services Manager in coordinating/ overseeing center manager activities. Work closely with other Service Area Managers to carry out child operational services. Performs administrative and educational work developing, coordinating, and supervising Head Start Center management staff.

Specific Functions:

1. Coordinate and ensure the safety of all playground equipment.
2. Oversee the physical operation of program childcare facilities.
3. Review monthly transportation & facilities monthly reports
4. Negotiate for contractual cleaning services at Head Start/ EHS facilities.
5. Supervise the maintenance of Head Start/EHS facilities.
6. Assist Center Managers, Lead Teachers, and Family Service Managers with scheduled maintenance /facilities and transportation services.
7. Oversee licensing process at centers.
8. Supervise and monitor work being performed at program sites.
9. See that facilities are well maintained and meet Performance Standards and NC Licensure requirements and regulations
10. Inspect each facility and playground monthly.
11. Establish and maintain effective working relationships with program personnel, federal and municipal officials, property owners, and general public.
12. Assist with facilities leasing and rental agreements and contracts for leased facilities and with daycare providers.
13. Prepare comparability studies as needed to ensure cost effectiveness
14. Arrange transportation in and out of area for staff using the vans or CADA maintained buses.
15. Maintain log of all inspections / scheduled maintenance and repair work for each vehicle.
16. Arrange servicing for Head Start vehicles on a regular basis.
17. Arrange technical assistance for maintenance / transportation activities.
18. Supervise and monitor work being performed at program sites
19. Ensure the inspection of all jobs upon completion of work.
20. Coordinate and provide training for bus monitor and drivers at a minimum of three times a year.
21. Evaluate bus monitor reports and checklist.
22. Monitor bus cards for correct information.
23. Evaluate bus routes for compliance with trips time compliance.
24. Maintain a list of staff approved to drive CADA Head Start vehicles.
25. Coordinate transportation Safety Training for parents.
26. Keep abreast of Federal and State Transportation regulations pertaining to the safe transport of children including age and weight requirements for booster and child restraint seats, etc.
27. Coordinate fire drills for each facility and bus to ensure safe evacuation.
28. Monitor bus routes at least three (3) times a school year if space permits
29. Acquire bids/estimates for maintenance and repairs.
30. Purchase supplies/equipment as needed for repairs, maintenance for Head Start facilities and transportation services.
31. Develop and oversee the program operational calendar in alignment with the public schools' operational calendar.
32. Serves as a time supervisor for ADP database system for assigned staff.
33. Must provide temporary oversight for center when there is a center manager vacancy