

**Program Administrator**  
Job Description

**Supervisor:** Director

**Classification:** Exempt

**Supervises:** Education Specialist/Coach  
Teachers/Teacher Assist A

**Wage Range:** \$94,291.20-\$97,670.40

**Work Hours:** 7:30am – 3:30pm\*

\*Salary is based on 40 hours per week during August through May and 32 hours a week for June and July

**Minimum Qualifications:** Must have a baccalaureate or advanced degree in early childhood education or a baccalaureate or advanced degree and equivalent coursework in early childhood education with early education teaching experience.

**Program Requirements:**

1. Ability to pass all criminal background checks.
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Must possess a valid driver's license and be insurable.
5. Have good verbal and written communication skills as well as computer skills.
6. Have the ability to work independently or in a team environment.
7. Must be able to advocate for low-income families and those with special needs within the community.
8. Able to work evenings and travel if necessary.

**General Duties:**

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance Standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, trainings, and staff meetings.
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
7. Follows active supervision guidelines.

### **Primary Responsibilities:**

1. Monitor the education area to ensure all performance standards and agency policies are being implemented.
2. Provide guidance, training, and oversight of the education area, classroom and home-based teaching materials and environments.
3. Assist with monitoring the program service area plans to ensure they are updated, approved and implemented.
4. Work with Human Resources to help teacher assistants obtain a CDA as needed.
5. Ensure and monitor the implementation of all component areas into the curriculum, for children 3-5 in the classroom.
6. Assist staff in developing a system which offers parents opportunities for enhancing their skills as first educator of their children through the use of home learning activities, family nights, planning educational activities and providing opportunities to volunteer, attend training, etc.
7. Assist in the development of policies and operating procedures based on all federal and state statutes, regulations, transmittal notices and memorandums pertaining to Head Start in coordination with the Director.
8. Assist with preparation of grant application.
9. Assist staff members when making and documenting Child Abuse and Neglect reports. Responsible for oversight and coordination with child protective service agencies.
10. Assume responsibility with the Director for completion and monitoring of all necessary reports, training and contracting agencies.
11. Assist in ensuring that all components of Head Start and Early Head Start are carried out.
12. Coordinate schedule with Director to be available to engage and establish relationships with parents at parent meetings, socials, and other events or activities.
13. Review and approve time sheets.
14. Develop, facilitate, and schedule a system for teachers, home visitors, and specialists to participate in the staffing of all children enrolled in the program.
15. Serve as a liaison between families, teachers, specialists and staff to bring about integration of services.
16. Recruit, select, and train staff in coordination with the Director and Human Resources.
17. Create and maintain a volunteer and sub list of parents available for classroom assistance and activities.
18. Responsible for recruiting and maintaining an education substitute list to ensure there is appropriate coverage in each classroom.
19. Purchase and oversee the inventory of materials for educational needs.
20. Review classroom lesson plans and ensure age appropriateness, individualization, and curriculum fidelity.

21. Monitor and ensure Child Plus data for component area is correct and current. Serve as a backup for encoding component area information data into tracking system.
22. Responsible for observing and assessing each classroom for developmental appropriateness.
23. Monitor all classroom practices.
24. Monitor child assessments, including child assessment data entry and outcome reports.
25. Ensure the implementation of all applicable Head Start standards. Inclusive of the delivery of measurable early childhood education outcomes.
26. Facilitate Education meetings.
27. Negotiate contracts and leases in coordination with the Director.
28. Review and analyze program information for Program Information Report (PIR), data tracking system, self-assessment, Desired Results Development Profile (DRDP), community assessment, monthly report and parent surveys to develop and determine program goals and objectives.
29. Responsible for updates and revisions to forms for program services, as needed.
30. Responsible for updates and revisions to parent handbook annually.
31. Gather and compile child outcome scores to make sure progress is being shown in all areas.
32. Oversee Child Plus data tracking system to ensure data is coded for PIR.
33. Gather, compile, and analyze Classroom Assessment Scoring System (CLASS) scores to impact program planning.
34. Certified in CLASS and serving as an observer.
35. Lead the curriculum committee to review, analyze, and track progress related to school readiness plan for continuous program improvement.
36. Serve as the lead for the school readiness plan, data and training regarding the plan.
37. Coordinate and approve training, training plans, and training arrangements in coordination with Career Development Committee.
38. Attend community, state and national meetings.
39. Develop a system for a provision of case management and referrals for seamless services to Head Start and Early Head Start families in cooperation with other services throughout the community.
40. Visit centers periodically to maintain a communication flow between centers, home base and central office and to monitor services.
41. Coordinate day-to-day operations with staff to ensure staff, families, and children's needs are being met.
42. Attend Oahe Child Development Center Board of Director meetings and Policy Council meetings.
43. Active member of the Health and Mental Health Services Advisory Committee.
44. Work closely with the Director to maintain a consistent flow of services in the program.

45. Monitor education service area to ensure systems are implemented as planned and regulations are met.
46. Other duties as assigned.

**Supervisory Duties:**

1. Supervise employee performance and progress and complete employee evaluation according to procedure and timelines.
2. Interview, discipline, and make recommendations for hiring and termination.
3. Provide orientation for new employees according to procedure and timelines.
4. Delegate appropriate levels of authority.
5. Monitor staffing and scheduling for employees he/she supervises.
6. Oversee and monitor work processes of those employees for which he/she supervises.
7. Provide reflective supervision with staff he/she supervises at least once a year.