

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job Title: Area Coordinator

Classification: Non Exempt

Reports to: Assistant Director of Early Childhood

Date: June 2019

Summary/Objective

The Area Manager is responsible for taking a systemic approach to all program related activities to ensure efficient and effective service delivery in each service area.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide operational supervision of assigned early childhood program
- Follow and implement all agency policies and procedures as well as federal mandates related to the HS Program Performance Standards.
- Coordinate efforts with program Managers to create strategic plans align with program goals and objectives.
- Responsible for building effective local work teams, ensuring adequate classroom coverage, and child ratios are maintained at all times.
- Complete required documentation of relevant activities and submit records and reports in a timely and accurate manner.
- Communicate consistently with the Assistant Director of Early Childhood.
- Provide direct supervision, work activity, leave time.
- Engage parent/community participation to reach the program's non-federal share target.
- Conduct an annual performance review for assigned staff and develop goals for continued improvement.
- Plan and conduct center staff meetings to address program and staff training needs-
- Maintain knowledge and proficiency of applicable database systems such as CHILDPPLUS and Teaching Strategies for monitoring child and family data and/or outcomes
- Responsible for ordering of supplies.
- Participate in regularly scheduled meetings/trainings in and outside the service area.
- Responsible for direct flow of daily operational communication from component area managers to center level staff.
- Exhibit willingness to promote and enhance programming in the local area through community collaborations and local work groups
- Conduct monitoring activities per schedule.
- Provide written feedback regarding daily operations based on on-site observations monitoring to ensure safe and positive work environments
- Build trusting, supportive relationships with assigned staff.
- Attend IEP/IFEP meetings when available and/or necessary.

RV:20190601 IC:PUBLIC

Competencies

1. Analytical Thinking
2. Attention to Detail
3. Communication
4. Diversity & Inclusion
5. Ethics & Integrity
6. Organizational Understanding
7. Learning Orientation
8. Professionalism
9. Project & Program Management
10. Stress Tolerance

Supervisory Responsibility

Provides direct supervision of daily operations to Family Service Advocates, Teachers, Bus Drivers/Monitors, and cooks. Provides direct oversight and management of Receptionist, Floaters, and Substitutes.

Work Environment

This job is typically performed in an office environment.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, or kneel; and talk or hear. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a full time position. Typical work hours will be Monday – Fridays 8:00 AM to 4:30 PM. However, in order to meet the needs of the agency, permanent or temporary changes and/or modifications to the schedule may occur as dictated by management.

Travel

Travel is primarily within the five county jurisdiction. Out-of-area and overnight travel is intermittent. Must be willing and available to participate in required and/or requested professional development opportunities

Required Education and Experience

High School Diploma or General Education Degree with a minimum of 2 years experience in management.

Preferred Education and Experience

Associate's Degree or higher in Business Administration, Business Management or a related field with 5 years' experience in a management. Experience in budget development and fiscal management a plus.

Additional Eligibility Qualifications

Well versed in Excel, Word, & Internet usage. Ability to use required software for purposes of tracking, monitoring, and reporting.

Additional Requirements

Valid Kentucky driver’s license, reliable transportation, satisfactory criminal background, Child Abuse and Neglect check, a satisfactory TB assessment and physical examination. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

AAP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of 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.

Signatures

This job description has been approved by all levels of management:

CEO: _____ Date: _____

CCO: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____