



## Kids Are First, Inc.

400 West Peña Street/ PO BOX 1378  
Carrizo Springs, TX. 78834  
Ph. 830 876-9265/Fax 830 876-9285



## KIDS ARE FIRST, INC. POSITION ANNOUNCEMENT

**Position:** Center Director

**County:** Maverick (Rosita Valley)

**Full-Time Regular Exempt**

**Date Open:** 09/19/2023

**Date Closed:** Until is filled

This position is responsible for the general day-to-day operations of a Head Start center, providing oversight and management to multiple HS & EHS classrooms, assuring regulatory and legal compliance with federal, state, and local regulations, communicating with parents and the community, and supervision and monitoring all staff working at the assigned center.

### EDUCATION AND EXPERIENCE

A minimum of a Bachelor's Degree in Early Childhood Education or a related field, including Child Development, Pre-K, or Special Education or human services degree with 2 years of experience working with young children and families, plus one year of supervisory experience.

#### OR

Qualify under conditional minimum requirements, which include a current Associate's degree or higher in early childhood education, child development, or other related education or human service degree; plus, the candidate must be willing to accept a professional development plan and must be enrolled in an institution of high learning and earn a Bachelor's Degree in Early Childhood Education or related human services field to be completed within three years from the date of hire. Also, the candidate should have at least two years of experience working with young children and families, plus one year of supervisory experience.

**Required:** Compliance with 26 TAC 746.1015: Licensed Child Care Center licensing requirements: (1) The director must be 21 years of age and meet specific educational requirements (2) Meet background check requirements (3) Obtain liability insurance coverage, plus possess the TX Director's Credential that qualifies the candidate to manage a childcare facility in the State of Texas or meet one of the seven educational and experience criteria outlined in 26 TAC §746.1015. Also, the Texas Health and Human Services (HHS) requires that childcare providers who are licensed to care for 13 or more children have either a CDA credential or an equivalent credential as defined in 26 TAC 746. 1015.

**Preferred Experience:** Possess CLASS certification that is current or be willing to acquire the certification within three months from their date of employment (contingent on CLASS training available for the candidate to attend)

**Preferred Experience:** Possess demonstrated experience implementing the concept of coaching and teacher partnerships or equivalent, individualizing each teacher partnership to the unique strengths, needs, shared understandings, and desired outcomes of the coach and coachee.

*ADDENDUM QUALIFICATIONS FOR CENTER DIRECTOR: §746.1015. Subchapter D, Personnel, Division I, Child-Care Center Director, March 2023.*



## **Kids Are First, Inc.**

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**APPLY AT:** KAF, Inc., located at 2494 El Indio Highway, Eagle Pass, TX 78852, or mail the application to the Human Resources Department, or email to: [humanresources@kafhs.org](mailto:humanresources@kafhs.org).

**PLEASE NOTE:** Interested applicants for this position must submit their application, resume, and educational requirements by the established deadline.

KIDS ARE FIRST INC is an EQUAL OPPORTUNITY EMPLOYER

# KIDS ARE FIRST, INC

## POSITION DESCRIPTION

### EXEMPT

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. Each position must have a Position Description that is developed for the position and not the individual. The immediate supervisor will review this position description with the employee upon hiring. Management may revise this description if there are substantial changes in the duties or if management feels there is a need for an update. If this occurs, the employee will have an opportunity to provide input.

**TITLE OF POSITION:** Center Director

**IMMEDIATE SUPERVISOR:** See Organizational Chart

#### **A. GENERAL SUMMARY OF WHAT THE POSITION DOES**

This position works with a content area team of managers, specialists, and coordinators to integrate Head Start/Early services for staff, children, and families. This position may be assigned to provide management & oversight to various centers as deemed necessary for the program operations. Responsible for coordinating, managing service('s) area, and supervising staff as delineated in the KAF, Inc. Organizational Structure.

This position is also responsible for the ongoing monitoring activities of all classroom environments to ensure the health and safety of children and support the intentionality of positive teacher-child interactions for greater child outcomes. The position collaborates with HS & and EHS teachers to ensure that the Mentor Coach develops an individualized professional development plan that includes ongoing classroom observations, intensive coaching and mentoring, feedback from teachers, and updating of the practice-based coaching plan so that it is current and reflects the work being done by the classroom teachers. The position is responsible for promoting a positive workplace environment where staff feel comfortable and supported in all aspects of their jobs.

#### **B. DUTIES AND RESPONSIBILITIES OF THE POSITION--ESSENTIAL JOB FUNCTIONS**

##### **1. EXAMPLES OF SPECIFIC DUTIES--ESSENTIAL JOB FUNCTIONS**

###### **Center Management**

- A. In coordination with the CEO/Executive Director, is responsible for ensuring and monitoring the general day-to-day operations of a Head Start center or cluster of outlying centers, covering multiple classrooms, and classroom environments to ensure the health and safety of children and support the intentionality of positive teacher-child interactions for greater child outcomes, assuring regulatory and legal compliance with Local, State and Federal regulations.
- B. Responsible for ensuring recordkeeping and fiscal management, expenditures and accounts payable and receivables filing, tracking systems, and maintaining and updating the filing system to ensure information from files is ready and available when needed.

- C. Becomes thoroughly familiar with and implements the KAF, Inc. Employee Handbook: Fiscal Manual, Human Resources Policies and Procedures, KAF, Inc. Operations Manual, and all other KAF, INC. handbooks, manuals, and resources and adheres to them.
- D. Maintains strict confidentiality with respect to Head Start/Early Head Start children, families, and staff in accordance with established policies and procedures.
- E. Primarily responsible for the fully funded child enrollment of the center within 30 days from the start of the school year and as assigned by the administration.
- F. Primarily responsible for ensuring that Family Services Advocates adhere to the 45-day screening requirements as delineated in the federal regulations.
- G. Responsible for understanding Head Start Performance Standards and local childcare licensing regulations and ensuring that the center is in full compliance.
- H. Responsible for implementing systems of child supervisory redundancy that ensure staff supervision of children, ensuring staff active supervision policies and procedures are implemented daily.
- I. Responsible for ensuring facilities are kept in good repair and free of any health and safety hazards, reports and requests TA and solicits general repairs by procuring services under \$2,000, and submits to supervisor for review and approval.
- J. Oversees all facilities maintenance such as landscaping equipment, HVAC systems, kitchen equipment, etc.
- K. Responsible for ensuring all assigned company vehicles are kept in good repair, arranging for regularly scheduled maintenance, and notifying the office when vehicle breakdowns occur so authorization can be acquired for repairs.
- L. Responsible for ensuring that the center is cleaned daily, including sanitation of all classroom areas and supplies, bathrooms, common areas, etc.
- M. Responsible for ensuring that the center outdoor spaces area is well kept, mowed, and trimmed regularly and safety hazards are mitigated and/or abated.
- N. Responsible for initiating purchase requisition, ensuring the center is supplied with necessary janitorial, office, kitchen, nursery, and other supplies, in compliance with the center's established expenditure plans (budget allocations).
- O. Responsible for monthly safety checks, fire drills, and safety meetings as well as updating the Safety Log and documenting these activities accordingly.
- P. Investigates any child or staff incidents, assuring all forms are complete and notifying the appropriate authorities and/or supervisor.
- Q. Attends IFSP/IEP meetings as needed or requested for all children with disabilities or suspected disabilities.
- R. Takes the lead and assists with all the arrangements attends Family Nights, and Parent Committee meetings, and works with staff and parents to plan and carry out developmentally appropriate activities for the children and parents.
- S. Receives and responds to verbal and written complaints about the program/center while managing the Parent/Community Complaint procedure at the center level.
- T. Implements and supports "best practices" in early education programming in conjunction with the early childhood staff when applicable.
- U. Plans for and equips indoor and outdoor areas to meet children's developmental and safety needs in accordance with the budget.
- V. Develops and facilitates a positive community presence in the community, focusing on networking opportunities, enhancement of volunteer participation, and educational awareness efforts in regard to program needs.
- W. Implements a food service program, in full compliance with all CACFP regulations and ensures food service staff are trained and qualified for their positions.
- X. Responsible for monitoring and compliance with applicable local, state, and federal rules, regulations, and standards as well as with any state and federal contracts, health, safety, and child care licensing regulations and renewal.

- Y. Responsible for conducting CLASS observations for their center's classrooms and thereafter, conducting ongoing monitoring assessments of the center classrooms as per the assigned schedule.
- Z. Responsible for ensuring all classroom teachers, teacher assistants, and program aides are on a professional development plan and appropriate follow-ups are conducted consistent with federal regulations.

**PERFORM OTHER DUTIES AS ASSIGNED**

**2. EXAMPLES OF SPECIFIC DUTIES--ESSENTIAL JOB FUNCTIONS**

**Record Keeping and Fiscal**

- A. Maintains filing, tracking, and documentation systems to ensure children, staff, and other documents are organized, secure, and kept confidential.
- B. Monitors employee work schedules and ensures all employees work the assigned work hours daily, weekly, and bi-weekly, and employees clock appropriately their worked hours.
- C. Responsible for doing the electronic time card for all employees under their responsibilities as per assigned schedules.
- D. Submits verbal and/or written reports to the immediate supervisor or CEO/Executive Director on the activities and status of the center on a regular basis.
- E. Responsible for collecting, organizing, and submitting accurate in-kind contributions for the center to fiscal by the 10<sup>th</sup> of each month.
- F. Monitors ensure consistent staff attendance, collects, verifies, and signs all staff time sheets and leave requests, verifying accuracy.
- G. Monitors employee on-site HR file requirements and keeps them secure in locked files in collaboration with the agency's Human Resources Department.
- H. Works with family services staff (case managers) to monitor all of the children's files for content, organization, and security.
- I. Assists in the identification, purchase, and management of the center's annual inventory of center supplies and equipment and ensures that it is accurate and complete.
- J. Assists in the fiscal management of the center operations by monitoring financial records, expenditures, and accounts payable and receivable in a timely manner.
- K. Contributes to the collection and editing processes of correct documentation for the Child and Adult Care Food Program (CACFP). This process is important and contributes additional dollars which in turn enhances food delivery.

**3. EXAMPLES OF SPECIFIC DUTIES--ESSENTIAL JOB FUNCTIONS**

**Supervision and Training**

- A. Conducts regular staff meetings and plans all the activities related to "planning day" and effectively utilizes the day to perform and carry out the most important priorities of the month.
- B. Arranges for staff training as needed or ensures staff request for training and technical assistance are followed up with the appropriate coordinators.
- C. Arrange for training family nights and Parent Committees for parents. Maintains minutes, sign-in sheets, in-kind forms, training logs, etc.
- D. Become thoroughly familiar with and follow the KAF, Inc. Employee Handbook and all other Human Resources Policies and Procedures the KAF, Inc. Operations Manual(s), and other implementation manuals.
- E. Ensure that all center staff are aware and are given appropriate orientation on these operational manuals and any changes or revisions.
- F. Responsible for participating in training opportunities, state-sponsored meetings, and committees and task forces as appropriate and as assigned.

- G. Models the job standards, sets goals, monitors and provides ongoing feedback for performance improvement, and submits performance appraisals in a timely manner.
- H. Makes appropriate personnel decisions that do not require higher approval and submit others as a recommendation to the supervisor.
- I. Develop and support professional development plans for all center staff and collaborate with education staff to ensure education staff's professional development plans are in compliance with federal regulations.
- J. Determines appropriate training needs to meet the program goals and objectives and makes the necessary recommendations.
- K. Develop and support the professional development plan for staff supervised.

**4. EXAMPLES OF GENERAL JOB DUTIES--ESSENTIAL JOB FUNCTIONS**

- A. Understands, generates, and documents in-kind and other allowable costs applied toward the non-federal share requirement.
- B. Attends all workshops and meetings as deemed necessary by the immediate supervisor.
- C. Attends all required staff and parent meetings and activities.
- D. Responsible for understanding Head Start Program Performance Standards and local child care licensing regulations.
- E. Expected to be knowledgeable of the regulations associated with the prevention of occupational disease and injury, including the exercise of universal precautions and the prevention of contamination.
- F. Positively promotes Head Start in the community and the child's service area.
- G. Maintains strict confidentiality with respect to Head Start/Early Head Start children, families, and staff in accordance with established policies and procedures.
- H. Becomes thoroughly familiar with KIDS ARE FIRST, INC Employee Handbook: Human Resources Policies and Procedures, KIDS ARE FIRST, INC Operations Manual and all other KIDS ARE FIRST, INC handbooks, manuals, and resources and adheres to them.

**PERFORM OTHER DUTIES AS ASSIGNED**

**C. SUPERVISION EXERCISED**

Immediate supervision means those employees for which the position assigns, directs, and evaluates.

**Position supervised:**

See Organizational Chart

**D. PERSONAL CONTACTS**

**Major internal and external contacts**

**Internal**

See Organizational chart

**External**

As assigned by immediate Supervisor

**E. DECISIONS AND COMMITMENTS**

**This section will describe the kinds and impact of decisions and commitments; the effects, influence, and significance of these decisions; the consequence of error, and the limitation of the finality of decision-making.**

Decisions and commitments involving the effective implementation of a "practice-based coaching" model is very important and affect the services to children and families and the continued funding of the program.

## **F. SUPERVISION RECEIVED**

The job description and the content area work plans serve as guidelines. Assistance is received from other agency staff as needed. Outside assistance can be received from other related resources if needed. Head Start effectively uses the teamwork approach. All content areas are interwoven so as to better assist and support families. The immediate supervisor is responsible for appraisals of this position.

## **G. KNOWLEDGE AND ABILITIES**

### **Knowledge:**

- Ability to supervise and manage a small group of individuals in a center-based operation of 2-4 classrooms.
- Ability to align coaching strategies with your program performance goals;
- Ability to train adults utilizing a practice-based coaching model.
- Ability to effectively evaluate classroom staff and work with them in a collaborative team effort to develop individualized teaching practices.

### **Abilities:**

- Ability to apply adult learning principles;
- Ability to engage adult learners and have transparent conversations through effective integrated conversations.
- Ability to observe education staff, provide feedback model effective practices; and communicate well.
- Ability to engage staff and children in a classroom setting and provide education staff with technical assistance that includes modeling, coaching, and mentoring.

### **Language Skills**

- Ability to communicate ideas and instructions orally and in writing.
- Ability to speak read and write English well enough to understand and be understood by others.
- Ability to write reports and business correspondence.
- Ability to read, analyze, and interpret general training/informational materials related to facilities and technical procedures related to health and safety.
- Ability to speak before groups of individuals.
- Some Bilingual fluency is helpful (English/Spanish or English and other languages present in the local area).

### **Computer Literacy Skills**

- Knowledge of using a PC computer, printer, scanner, copier, and other peripheral supplies.
- Work knowledge in MS Office suite, including MS Word, MS Excel, MS PowerPoint, etc.
- Some knowledge of network operations and minor troubleshooting skills.
- Ability to use Zoom and MS Teams for conducting meetings or participating in agency meetings.

### **Mathematical Skills**

- Ability to perform basic math skills of adding, subtracting, multiplying, dividing, and figuring percentages and overtime.
- Ability to produce and interpret graphs, charts, spreadsheets, and other mathematical reports.

### **Reasoning Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions.

- Ability to summarize conclusions and instructions, then make recommendations and develop implementation strategies.
- Ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.
- Ability to be flexible and have the ability to multi-task and work effectively in high-stress environments.

#### **H. EDUCATION AND EXPERIENCE**

A minimum of a Bachelor's Degree in Early Childhood Education or a related field, including Child Development, Pre-K, or Special Education or human services degree with 2 years of experience working with young children and families, plus one year of supervisory experience.

**OR**

Qualify under conditional minimum requirements, which include a current Associate's degree or higher in early childhood education, child development, or other related education or human service degree; plus, the candidate must be willing to accept a professional development plan and must be enrolled in an institution of high learning and earn a Bachelor's Degree in Early Childhood Education or related human services field to be completed within three years from the date of hire. Also, the candidate should have at least two years of experience working with young children and families, plus one year of supervisory experience.

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**Preferred Experience:** Possess demonstrated experience implementing the concept of coaching and teacher partnerships or equivalent, individualizing each teacher partnership to the unique strengths, needs, shared understandings, and desired outcomes of the coach and coachee.

*ADDENDUM QUALIFICATIONS FOR CENTER DIRECTOR: §746.1015. Subchapter D, Personnel, Division I, Child-Care Center Director, March 2023.*

If applicable federal, state, or local Head Start or child care regulations, now or as amended in the future, contain additional requirements or qualifications for this position that are not specifically stated in this Job Description, the requirements and qualifications will apply, even if not specifically set forth in this Job Description.

Bilingual preferred (English/Spanish or English and other languages present in the local area). Within 90 days of employment, must obtain and continually maintain basic first aid and pediatric CPR certification (or sooner if required by local/state regulations). Acceptable tuberculosis screening results, a clear criminal records check (including a child abuse registry check if required by state regulations) and an initial health exam are required post-job offer and prior to employment. To drive agency vehicles (if applicable), must have a



valid driver's license and be insurable by the Kids Are First, Inc. insurance carrier and have a Motor Vehicle Record acceptable to Kids Are First, Inc. Current and former Head Start/Early Head Start parents will receive preference for employment vacancies for which they are qualified.

If using own vehicle must have reliable transportation and at least minimum personal automobile liability coverage required in the state.

#### **I. PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Ability to lift 40 pounds on a regular basis and perform heavy labor as needed.
- Use of common maintenance tools and equipment.
- Work is performed in a variety of settings including office environments moving furniture and equipment, driving on public roads, doing minor building repairs, and in children's classrooms.
- Some exposure to communicable diseases.
- Noise level in the work environment may be moderate to loud.
- Work varied hours including some evenings and weekends.
- Must be available for a variety of evening and weekend meetings as well as social and community events.
- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meetings, and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.

The requirements of your Job Description are important in providing services to children and families, and for keeping you, children, and co-workers safe during the work day. If you are unable to perform any of the functions required in your job description due to a disability, you are invited to direct any requests for accommodation to the Program Director.

## STANDARDS OF CONDUCT

By signing this job description, I agree to abide by the following Standards of Conduct as outlined in Head Start Performance Standards 1304.52(h)(1):

1. I agree to respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. I agree to follow program confidentiality policies concerning information about children, families, and other staff members.
3. I agree to never leave a child alone or unsupervised while under my care.
4. I agree to use only positive methods of child guidance and will not engage in corporal punishment, emotional, or physical abuse, or humiliation. In addition, I will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

I understand that in addition to the above Standards of Conduct, there is a Code of Ethics and Codes of Conduct contained in the Kids Are First, Inc. Employee Handbook Human Resources Policies and Procedures and that violation of any of these Policies, Procedures, Standards or Codes can result in disciplinary action up to and including termination of my employment with the Kids Are First, Inc. Program.

**STATEMENT OF UNDERSTANDING**

**I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the requirements of this position, and satisfy the expectation for regular attendance.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Supervisor Signature or  
KIDS ARE FIRST, INC Designee Signature**

\_\_\_\_\_  
**Date**

## §746.1015. What qualifications must the director of my child-care center licensed for 13 or more children meet?

*Subchapter D, Personnel*

*Division 1, Child-Care Center Director*

*March 2023*

Except as otherwise provided in this division, the director of a child-care center licensed for 13 or more children must be at least 21 years of age, have a high school diploma or its equivalent, and meet one of the following combinations of education and experience, as defined in §746.1021 of this division (relating to What constitutes experience in a licensed child-care center, or in a licensed or registered child-care home?) [Medium-High]:

**Figure: 26 TAC §746.1015**

Education	Experience
(1) A bachelor degree with 12 college credit hours in child development and six college credit hours in management	and at least one year of experience in a licensed child-care center;
(2) An associate of applied science degree in child development or a closely related field with six college credit hours in child development and six college credit hours in management. A "closely related field" is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth through 13 years	and at least two years of experience in a licensed child-care center;
(3) Sixty college credit hours with nine college credit hours in child development and six college credit hours in management	and at least two years of experience in a licensed child-care center;
(4) A child-care administrator's certificate from a community college with at least 15 college credit hours in child development and three college credit hours in management	and at least two years of experience in a licensed child-care center;
(5) Six college credit hours in management with a Child Development Associate credential or Certified Child-Care Professional credential	and at least two years of experience in a licensed child-care center;

Education	Experience
(6) A day-care administrator’s credential issued by a professional organization or educational institution and approved by Licensing based on criteria specified in Subchapter P of Chapter 745 of this title, (relating to Day-Care Administrator’s Credential Program)	and at least two years of experience in a licensed child- care center; or
(7) Nine college credit hours in child development and nine college credit hours in management	and at least three years of experience in a licensed child- care center.

Technical Assistance
<ul style="list-style-type: none"> <li>• Knowledge of good business practices, administration, and child development are essential for managing a child-care center. A director has an obligation to be prepared to hire and maintain employees, establish and maintain communication with parents, and ensure the health, safety, and well-being of the children in her care.</li> <li>• Options (5) and (6) of this section require periodic renewal for the director to remain qualified as specified in §746.1053 of this division (relating to Will the director's certificate expire?) and §746.1055 of this division (relating to How often must an expiring certificate be renewed?).</li> </ul>

## §746.1017. What qualifications must the director of my child-care center licensed for 12 or fewer children meet?

*Subchapter D, Personnel*

*Division 1, Child-Care Center Director*

*March 2023*

Except as otherwise provided in this division, the director of a child-care center licensed for 12 or fewer children must be at least 21 years old, have a high school diploma or its equivalent, and meet one of the following combinations of education and experience, as defined in §746.1021 of this title (relating to What constitutes experience in a licensed child- care center, or in a licensed or registered child -care home?) **[Medium-High]**: