

**Springfield Urban League, Inc.**  
**Family Services Division**  
**Job Description**

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JOB TITLE:	Site Manager	REV: 07/2016
EXEMPT:	Yes	
PROGRAM:	Head Start	
SUPERVISOR:	Head Start Director	EMPLOYEE:

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**SUMMARY:** The Site Manager reports directly to the Head Start Director and has the overall responsibility of the day-to-day operation of the site as well as promoting parent involvement and providing a creative atmosphere for the growth and development of the total family throughout the Springfield Urban League Head Start Program.

**ESSENTIAL FUNCTIONS:**

1. Signs in and out upon arriving/departing from any head Start Site.
2. Assist with interviewing staff for vacant job openings.
3. Ensure that all children's files are current, meeting the DCFS requirements and requirements of the Head Start Performance standards.
4. Ensure that the children's needs and safety are being met, meeting the DCFS requirements and requirements of the Head Start Performance Standards;
5. Checks and approves lesson plans on a weekly basis to ensure that required documents are submitted as required (monthly, quarterly).
6. Provides daily supervision of all employees at the site.
7. Monitor and submit Random Bus Checks monthly to the transportation coordinator.
8. Assist in the care of all equipment and materials.
9. Prepare an up-to-date inventory on the whole site in the beginning and at the end of each program year.
10. Assist in the room arrangement to meet the requirements of the Creative Curriculum and the needs of the children.
11. Attend Head Start Management meeting as necessary for the smooth operation of the program.
12. Attend Site Manager Meetings and all one-on-meetings.

13. Model a professional standard of conduct for staff, children and parents.
14. Maintain daily incident reports (documentation) as required by DCFS Licensing Standards and the Head Start Performance Standards.
15. Works closely with the staff in ensuring family style meal are serviced at breakfast, lunch and a daily snack is provided.
16. Secure substitute staff as needed in order to maintain the child/staff ratio.
17. Prepare a monthly newsletter & calendar about the site activities including S.U.L. Head Start dates, upcoming trainings, and fieldtrips. To be submit to the Education Coordinator for approval prior to distribution to parents and the community.
18. Conduct staff meetings and submit a copy of an agenda to the Education Coordinator/Director.
19. Assist the Family/Health Advocate in meeting the family's needs with referrals/follow-ups as needed.
20. Take applications for program enrollment.
21. Assist in the recruitment effort as needed.
22. Maintain Attendance Controller.
23. Creates and maintains positive working relationship with parents.
24. Assist in program self-evaluation process to ensure full compliance of Performance Standards.
25. Process time sheets within the required time frame, review and approve or deny requests for leave as submitted by staff.
26. Assist in program self-evaluation process to ensure full compliance of the Performance Standards.
27. Attend monthly management meeting conducted by the 0-5 Head Start Program Director, and submit monthly management reports.
28. The employee is expected at work on scheduled work days, during scheduled work hours and to report to work on time.

**NON-ESSENTIAL FUNCTIONS:**

1. Additional duties and responsibilities as assigned.

**QUALIFICATIONS:**

1. Must possess a Baccalaureate or advance degree in Early Childhood Education or a related field with experience teaching pre-school children.
2. Relates well with children, parents and staff.
3. Knowledge of the program and how it operates and/or willingness to learn
4. Must attend all in-service training and staff meetings on and off S.U.L. sites required by the Head Start Director.
5. Must have a car, current driver license, and must show proof of insurance required by the State of Illinois.
6. Must have a Food Service/Sanitation Certificate or be willing to obtain one.
7. Must be Director qualified according to DCFS regulations.
8. Must be willing to cooperate with staff and parents with a positive attitude toward direction.
9. Ability to pass a medical exam certifying freedom from communicable diseases and illegal substances.
10. Must be in good physical health.
11. Must have a positive attitude toward direction.

I have received and read this description:

\_\_\_\_\_  
**EMPLOYEE**

\_\_\_\_\_  
**SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**