



Job Title	Teacher/Center Director I
Program	Head Start
Supervisor	Head Start Operations Manager
Classification	Exempt
Grade	E-1
Approved:	03/20/2025

Job Purpose:

The Teacher/Center Director I works in the Head Start program that supports children, ages 0-5 from low-income families, to develop skills needed to be successful in school. Responsibilities include supervising center staff, managing center operations, ensuring compliance with regulatory and program standards, purchasing, and classroom teaching.

Duties:

- Hire, train, supervise and evaluate assigned center staff
- Conduct teachings and Parent/Teacher Conferences
- Complete required screenings and assessments; facilitate referrals and special services if needed
- Ensure compliance with licensing requirements and program performance standards
- Facilitate communication and teamwork at the center
- Monitor parent group meetings as needed
- Collaborate with the Head Start management team, program specialists, parents, and other community partners
- Order materials and equipment
- Monitor center expenditures, budgets, and petty cash
- Schedule staff, volunteers, and bus routes
- Supervise students and volunteers
- Attend in-service and regional training
- Work as a member of the classroom team to plan, set up, direct and carry out daily classroom activities
- Assist in maintaining full enrollment and viable wait lists by participating in outreach opportunities and promoting the program in the community
- Assist with obtaining program in-kind
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency
- Perform other duties as assigned

Minimum Education and Experience:

Bachelor's degree in early childhood education or related field; one year teaching experience; one year supervisory experience; valid, unrestricted New York State driver's license

Expected Skills:

Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability; specialized knowledge of the field; consistent exercise of discretion and judgment; work predominantly varied in character; program management; performance management

Working Conditions:

Typical pre-school environment and equipment; local travel; occasional work in client residences; possible exposure to childhood diseases