



**Ross County Community Action Commission, Inc.**

250 N. Woodbridge Avenue • Chillicothe, Ohio 45601

Telephone: (740) 702-7222 • Fax: 740) 702-7220

**ROSS COUNTY CAC HEAD START**

**Job Title:** Site Administrator  
**Salary:** \$19.00 per hour  
**Working Hours:** Monday- Friday, 40 hours per week  
**Supervisor:** Early Childhood Programs Director  
**Class:** Exempt

**Qualifications:**

1. Bachelor of Early Childhood Education or related field
2. One year of supervisory and/or management experience
3. Completion of ODJFS Administrator Rules course within 6 months from date of hire
4. Must have reliable transportation and must be insurable under the agency's liability policy
5. Successfully pass pre-employment physical, TB screening and drug test
6. Excellent intrapersonal skills and the ability to work with diverse culture and backgrounds
7. General knowledge of Ross County and a basic awareness of community resources for low-income families
8. Ability to communicate with the public and demonstrate an understanding of low-income children and their families
9. Computer literacy and willingness to update skills
10. Must be able to organize and plan work
11. Must be able to accept responsibility and to delegate responsibility to other staff
12. Must demonstrate problem analysis/problem solving skills.

**Job Description:**

1. Responsible for monitoring compliance of the Head Start Performance Standards, ODJFS licensing and SUTQ requirements, ECE requirements, CACFP requirements, and CAC agency policies at assigned location
2. Acting Administrator on ODJFS Child Care License; provide leadership and oversight of the facility
3. Utilize Child Plus Software System, including approving and updating Change of Information requests in Child Plus and communicating with staff/management of changes.



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4. Ensure the safety of the children in the center and ensure that all classrooms will be clean and orderly. Monitor the daily operation of the center and provide direct classroom services if needed; including staff breaks, paid time off, and sick leave.
5. Review ALL special diet and medical care plans necessary for ODJFS Child Care Licensing compliance. With support from the Health & Nutrition Manager maintain Emergency Preparedness and center First Aid kits.
6. Maintain child/staff ratio in each classroom/bus
7. Maintain adequate equipment and supplies for the center and staff
8. Schedule center staff meetings to discuss problems, plan activities and share information
9. Effectively communicate with center staff and enrolled families
10. Ensure the completion of annual staff evaluations
11. Provide and/or participate in training as assigned, including the onboarding of new staff; monitor and support staff in meeting training requirements for ODJFS and OHS
12. Provide a monthly report to the Early Childhood Programs Director about ODJFS & SUTQ compliance and facilities.
13. In collaboration with the FCE Manager and other management staff, develop home visit and parent teacher conference forms/schedules that meet performance standards.
14. In collaboration with the Education Manager and other management staff, plan and participate in regularly scheduled Teacher/Advocate meetings and participate in or provide training when appropriate.
15. In collaboration with the management team, provide staff and parents support in transitioning within and out of the EHS/HS program, including transitioning to kindergarten.
16. Assist in the program's self-assessment process; community assessment; and Program Information Report (PIR).
17. Assist/provide input with disciplinary decisions pertaining to bargaining unit employees in reference to Ross County CAC Policies and Procedures, Union Contract, Federal and State Performance Standards, and Ohio Job & Family Services Licensing Regulations.
18. Assist with recruitment and enrollment procedures; specifically support the ERSEA manager in recruitment/enrollment activities and materials during peak enrollment times.
19. Performs other duties as assigned by the Early Childhood Programs Director.

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Employee Date

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Supervisor Date