

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: AA Area Service Manager**

**DEPARTMENT: Head Start**

**REVISION DATE: June 2, 2009**

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**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Head Start Assistant II. Area Service Manager oversee the daily operation of assigned centers(s) The Area Service Manager must adhere to all Federal, State and local regulations, Head Start Performance Standards and the Webb County Head Start vision, mission and goals.

**QUALIFICATION STANDARDS:**

- Must have a minimum of a CDA Credential and /or a Child Development Associate Degree.
- Must have successfully completed two management courses.
- Must be able to speak, write and read the English and Spanish language.
- Must have three years working experience with the Head Start program.
- One year of supervisory experience is preferred.
- Must possess a valid Texas Driver's license and be insurable, a MVR is required.
- Must have the ability to organized and manage multiple priorities in a fast-paced environment.
- Ability to use computers for word processing, data collection, and e-mail.
- Ability to develop and maintain effective working relationship with children, their family members, co-workers, other program staff and general public.
- Ability to effectively supervise the work of others..
- Must maintain all local, state and federal qualifications for the position.

**ESSENTIAL DUTIES:**

- Responsible for monitoring and supervision the daily operation of assigned Head Start center(s).
- Provide direction, guidance, and support to all assigned staff.
- Prepare performance evaluations for assigned staff.
- Ensure that all records are current and comply with Federal, state, local and Head Start standards.
- Prepare and submit required reports in an accurate and timely manner.
- Provide guidance to parents on transition activities in accordance with Head Start requirements.

- Promote parent involvement activities.
- Develop and implement effective strategies to achieve successful program outcomes.
- Perform other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs (food bags & boxes, files and other small equipment or devices).

**OTHER REQUIRMENTS/INFORMATION:**

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

**SUPERVISORY:**

- Supervises teachers, teachers' assistants, classroom aids and substitute teachers.

**ACKNOWLEDGEMENT:**

**The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.**

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE

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