

**WEBB COUNTY  
JOB DESCRIPTION**

**TITLE: Area Service Manager AA**

**DEPARTMENT: Head Start**

**REVISION DATE: May 2021**

---

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Employee is under the supervision of the Head Start Assistant Director I. Area Service Manager oversees the daily operation of assigned center(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 an Associate Degree in Child Development or Early Childhood Education.
- Must have successfully completed two business management college courses.
- Must obtain/maintain a CLASS™ reliable certification within one program year of entry.
- Must have three years working experience with the Head Start program.
- One year of supervisory experience.
- Must have good computer skills (working knowledge of Microsoft programs).
- Must be bilingual in English and Spanish.
- Must have excellent communication skills (oral and written).
- Must have the ability to develop and maintain effective working relationship with children, their family members, co-workers, other program staff and general public.
- Must have the ability to effectively supervise the work of others.
- Must possess a valid Texas Driver's license and be insurable, a MVR is required.
- Must maintain all Local, State and Federal qualifications for position on an annual basis.

**ESSENTIAL DUTIES:**

- Responsible for monitoring and supervision of 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.
- 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 not covered by Civil Service; therefore, is subject to all other Webb County Policies.

**SUPERVISORY:** Supervises teachers, teacher assistants, classroom aides 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.**

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

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

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**PRINTED TITLE**

\_\_\_\_\_  
**PRINTED TITLE**

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

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