
POSITION TITLE: **SMART START COLVILLE LEARNING CENTER SITE MANAGER** -March 2023

REPORTS TO: Programs Manager

SUPERVISES: Assistant Teacher, Classroom Aide, and Volunteers

STATUS: Non-Exempt

SUMMARY:

Coordinates and manages the daily successful operation of the childcare center. Supervises childcare staff at the childcare center following the Department of Children, Youth and Families (DCYF) and RR Agency guidelines. Ensures provision of high-quality childcare services for youth and families. Manage the overall Learning Center operations and facilities and set appropriate program and staff expectations. Plans and implements the integration of trauma-invested practices that support social-emotional learning and self-regulation in the classroom under the oversight of the program manager. Provides supervision, technical assistance, support, training, mentoring and guidance to teachers, staff and volunteers and provides input into the development of the Learning Center's systems and programs.

GENERAL RESPONSIBILITIES:

- * Maintain high-quality, best-practice child-care standards based on developmentally appropriate practices and WACs.
- * Supervise and coordinate scheduling of staff members at the childcare center, including substitute and/or volunteer staff.
- * Coordinate hiring process, orientation, and on-going annual training for all new childcare staff.
- * Provide accurate and meaningful performance evaluations for all childcare staff.
- * Work with childcare program manager to adhere to designated childcare center budget. Purchase supplies for the center as needed. Submit APs in a timely manner.
- * Assure consistent compliance with all Washington DCYF Foundational Quality Standards for Early Learning Programs (WAC 110-300), including maintenance of annual fire safety, health and safety, and other inspections.
- * Work with program manager to coordinate the annual licensing of the childcare center with DCYF. Make any adjustments or corrections per licensing requirements.
- * Plan, coordinate, and monitor the implementation of the CACPF Nutrition program including planning meals and menus, ordering dining supplies, training staff, completing CACFP paperwork and claims and other duties as assigned to ensure the provision of an efficient and high-quality nutrition services program.
- * Coordinate with the childcare program manager to oversee center accreditations with NAEYC and Early Achievers.

- * Oversee the maintenance of client files according to DCYF requirements.
- * Implement policies and procedures for the operation of the childcare center. Provide recommendations to childcare program manager for updating policies and procedures as necessary.
- * Maintain open, consistent, and effective communication with parents; provide parent education training, assistance and support as needed. Address parent concerns and grievances.
- * Provide reliable, accurate and timely information about the childcare center to interested parties. Oversee the maintenance of the waitlist and client schedule.
- * Provide onboarding and orientation to new clients. Conduct close-out processes for clients as needed.
- * Coordinate with childcare program manager to complete monthly invoicing and state reimbursement activities.
- * Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of child development programs.
- * Work with childcare program manager to promote training and professional development for all childcare staff.
- * Conduct thorough record-keeping and timely data entry, conduct routine evaluation and assessment of childcare center operations, ensure monthly and quarterly reporting is complete
- * Articulate the center's mission to employees and other stakeholders to solicit support. Represent the center in a professional, courteous, and positive manner.
- * Use appropriate and effective techniques to encourage community and parent involvement. Support staff in problem-solving and utilizing best-practice, trauma-informed techniques to deal with difficult client behavior.
- * Interact sensitively and equitably with persons from diverse cultural backgrounds.
- * Communicate effectively with staff, clients, and families. Ensure regular, open communication with families to provide updates as needed. Conduct regular staff meetings.
- * Perform direct service childcare duties as needed.
- * Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and implementation of WA DCYF Foundational Quality Standards for Early Learning Programs (WAC 110-300)
- Thorough understanding of childcare center operations and licensing requirements
- Strong organizational, communication, public relations, conflict resolution, and interpersonal skills
- Demonstrated leadership experience and knowledge, including mentorship of employees, leading a team, and providing constructive feedback to staff.
- Comprehensive knowledge and proven success implementing programs for children based on developmentally appropriate practice
- Ability to promote cultural sensitivity, diversity, equity, and inclusion among staff, children, and/or caregivers.
- Ability to strategically manage a budget and maintain fiscal responsibility, complete required receipt reconciliation and accounts payable as needed.

- Capacity to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Strong organizational skills, self-motivated, able to work independently on assigned projects

REQUIRED EDUCATION AND EXPERIENCE:

AA or BA Degree in Early Childhood Education

and/or

Must have a current Child Development Associate (CDA) Credential or ECE State Certificate

Or

Must be enrolled in a college program leading to an AA degree or BA degree

Or

Must be enrolled in a CDA credential or ECE State Certificate program to be completed within two years of hire.

REQUIRED CERTIFICATIONS AND LICENSES:

- Valid driver's license in state of residence.
- Access to reliable transportation.
- Auto insurance in the amount required by the State of Washington.
- Physical examination within three weeks of employment.
- First Aid & Infant/Child CPR card within 45 calendar days of employment.
- Food Worker's Card or acquire within 30 calendar days of employment.
- Acceptable completion of a criminal history check.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand for long periods of time; sit, including on the floor and small furniture; talk, hear, and use hands and fingers for fine manipulation and to operate a computer and telephone, and keyboard reach; and reach with hands and arms.
- The employee is frequently required to stoop, kneel, squat, crouch or crawl.
- Specific vision abilities required by this job include close (due to computer work), distance and peripheral vision, depth perception, ability to adjust focus and the ability to observe the safety of the classroom.

- Light to moderate lifting is required. Ability to lift up to 45 pounds.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required. The work environment characteristics described are what is encountered while performing the essential functions of this job.
- Moderate noise (i.e. classroom noise, children talking, yelling).
- Ability to work in a confined area.
- May be required to have the ability to sit at a computer terminal for an extended period.
- The employee is occasionally exposed to wet, snowy or hot outdoor weather conditions.

ADDITIONAL REQUIREMENTS

• TB test and proof of test results to employer prior to the start of employment. New employees do not need a TB skin test if they have written proof of one of the following:

- o A negative Mantoux TB test in the 12 months prior to hire,

or

- o A previously positive Mantoux TB test with documented proof of treatment;

or

- o A recent negative chest x-ray and a statement from a health care provider that the employee does not pose a risk to others;

or

- o Medication therapy to treat TB

• Documentation of Measles, Mumps, and Rubella (MMR) immunization:

- o An immunization record indicating that you have received at least one dose of MMR vaccination (Immunization record card is acceptable only with doctor's signature/initials or stamp).

Or

- o Lab evidence of immunity to measles disease (also known as a blood test or titer).

Or

- o Documentation from a health care provider that the person has had measles disease sufficient to provide immunity against measles.

Or

- o Written certification signed by a health care practitioner, licensed in Washington State— a medical doctor (MD), naturopathic doctor (ND), osteopathic doctor (DO), advanced registered nurse practitioner (ARNP) or a physician's assistant (PA)—that the Measles, Mumps, & Rubella vaccine is, in the practitioner's judgment, not advisable for you.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*** Denotes Essential Functions**