

Innovative Services NW Job Description

Job Title: EL Manager & ECEAP Director



CLASSIFICATION: 24

HOURLY/SALARY RANGE:

REPORTS TO:

EFFECTIVE DATE:

SUMMARY: The child care center manager is responsible to plan, organize, implement, coordinate, and control services of the childcare program, exercising independent judgment and decision-making authority as delegated, including budget, policies, procedures, and staff supervision. Under general supervision, the manager operates the childcare program in conformance with institutional regulations and state day care licensing provisions. Responsibilities include the overall management of the centers early childhood program and its operation, facilitating, planning and coordinating of the children's educational programs and activities.

This position is responsible for all aspects of the Early Learning Center as a program of Innovative Services NW. This includes both budgeting and strategic planning both annually and long-term, innovative early learning program development, curriculum planning/implementation/oversight, program staffing, and staff development. Position is responsible for ensuring licensing is kept current and quality standards for services are maintained; orderly growth in expansion of services and sites operated; revenue generation / receipt and control of expenditures according to operating / capital budgets. The Early Learning Manager works cooperatively with pediatric therapy and youth and family services programs, develops and maintains partnering relationships and is a member of the management team working in concert with the organization's mission and core values.

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

1. Develop and implement program operating policies and activities as required; develop cost estimates for future program needs.
2. Formulate the annual program budget and expend funds according to institution and state guidelines; responsible for ensuring that program operates within budgetary parameters established; if circumstances cause budget to exceed or create potential for budget to be exceeded, plan and implement cost reduction sops and arrange for increased funding from sources.
3. Plan, develop, schedule, and/or provide in-service training and evaluation of child care staff.
4. Ensure that the center and staff conform to federal, state, and local rules, regulations, and licensing requirements.
5. Recruit and schedule children for the child care center; maintain accurate records on children enrolled in the program to include their development, attendance, immunization and general health; conduct program registration, and maintain appropriate files and waiting lists.
6. Prepare reports to Child Protection Services and other agencies to ensure the safety and well-being of all children cared for at the college.
7. Confer with parents on a regular basis to discuss the development of their enrolled children.
8. Conduct marketing campaigns, maintain public relations with parents, prospective clients; universities, colleges, or community colleges.
9. Order and maintain child care supplies and equipment.
10. Prepare and maintain administrative and business reports and records of the child care center; record all fee payments and prepare billing late payments and follow-up actions when necessary; review income and expense, statistical, and budget status reports to develop and maintain sound financial status of program; analyze problems in these areas and make recommendations to resolve them or take corrective action; prepare billing reports on child care center use.
11. Develop grant or contract proposals; conduct fund-raising activities; implement contracts with child care funding agencies.
12. Assist child care center staff in preparing for and presenting early childhood programs and activities; direct the organization and follow-up of special activities such as off-campus field trips; assist as necessary with duties of instructional assistants.

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13. Ensure that problems encountered by staff are resolved; alter policies or procedures to ensure smooth operation of program.

Program Development/Marketing

- Target emerging community needs to expand services and market to the community
- Research, develop and implement continual quality Early Learning services
- Represent Early Learning/ECEAP on community/regional childcare committees

Fiscal Management

- Responsible for program's fiscal operation; contract negotiation/management and monitoring
- Monitor all revenues and expenditures; coordinates with accounting and billing department
- Oversee employee payroll records
- Develop funding options for additional Early Learning resources

Early Learning Programs and Services

- Develop Early Learning short- and long-range program goals
- Monitor and evaluate program goals, objectives
- Implement all safety and health requirements/policies
- Ensure all equipment, toys, facilities are appropriate and meet regulatory guidelines
- Monitor compliance of service contracts with funding agents
- Facilitate communication with parents, contract liaison, transportation and other service providers
- Keep current on regulatory and legislative issues effecting agency and Early Learning services
- Ensure safety requirements for facility and equipment needs are met and maintained
- Ensure Early Learning services are compliant with all state/federal regulations & organizational policies
- Responsible for client records maintenance
- Stress principles of early learning benchmarking in program development

Employee oversight

- Responsible for recruiting and hiring Early Learning employees
 - Manage employee performance reviews and employee development/training needs
 - Implement and maintain Early Learning policies and procedures
 - Ensure employee records and certifications are current
 - *Other Duties as Assigned*
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- Confer with parents and staff to discuss educational activities and policies, and students' behavioral or learning problems.
 - Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities.
 - Set educational standards and goals, and help establish policies, procedures, and programs to carry them out.
 - Monitor students' progress, and provide students and teachers with assistance in resolving any problems.
 - Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases.
 - Recruit, hire, train, and evaluate primary and supplemental staff, and recommend personnel actions for programs and services.
 - Direct and coordinate activities of teachers or administrators at daycare centers, schools, public agencies, or institutions.
 - Plan, direct, and monitor instructional methods and content of educational, vocational, or student activity programs.

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- Review and interpret government codes, and develop procedures to meet codes and to ensure facility safety, security, and maintenance.
- Determine the scope of educational program offerings, and prepare drafts of program schedules and descriptions, to estimate staffing and facility requirements.
- Review and evaluate new and current programs to determine their efficiency, effectiveness, and compliance with state, local, and federal regulations, and recommend any necessary modifications.
- Teach classes or courses, or provide direct care to children.
- Prepare and submit budget requests or grant proposals to solicit program funding.
- Write articles, manuals, and other publications, and assist in the distribution of promotional literature about programs and facilities.
- Collect and analyze survey data, regulatory information, and demographic and employment trends, to forecast enrollment patterns and the need for curriculum changes.
- Inform businesses, community groups, and governmental agencies about educational needs, available programs, and program policies.

COMPETENCIES:

1. Customer/Client Focus.
2. Decision Making.
3. Leadership.
4. Ethical Conduct.
5. Teamwork Orientation.

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

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SUPERVISORY RESPONSIBILITY: This position manages all employees of the child care center and is responsible for the performance management and hiring of the employees within the center. **Early Learning Administrative Staff, Education Coordinator, Registered Nurse, Family Advocate.**

WORK ENVIRONMENT: This job operates in a child care environment, but is based in an office. The position will interact with children in early learning classrooms on a daily basis.

The noise level is usually moderate and can get noisy. The environment will require active movement working with children. Most of the activity will be inside with some activities in on outdoor environment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee will be required to stand; walk; sit; bend, squat; use hands to finger, handle, or feel objects; taste smell; reach with hands and arms, balance; stoop kneel crouch; talk or hear. Frequent lifting and/or moving a child up to 40 pounds is requires. Specific vision abilities required is close vision, distance vision, color and peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE AND EXPECTED HOURS OF WORK: This is a full-time position, and hours of work and days are generally Monday through Friday, 8:30 a.m. to 5 p.m. Extended hours may be necessary as needed to cover staffing during center hours.

TRAVEL: No travel is expected for this position.

REQUIRED EDUCATION, CERTIFICATION(S) AND EXPERIENCE

1. 10 years of relevant experience.
 - Bachelor's degree in education w/emphasis on early childhood development and/or ECE Administration, Master's Degree Preferred
 - 45 Early Childhood Education (ECE) Credits
 - Two or more years management experience in an educational setting
 - Two or more years' experience in early childhood development and/or childcare services
 - Budgetary / fiscal management experience
 - Thorough understanding of regulations applicable to licensing
 - Strong communication skills, both written and verbal are required
 - Knowledge of community resources that support both client families and staff
 - Maintain a current CPR/First Aid Card, Food Handler Card. TB test results and Department of Early Learning Background Check

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- Proficient in Microsoft Office software applications
- All employees of Early Learning are required to be fully vaccinated against COVID-19

AAP/EEO STATEMENT:

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____