



## JOB DESCRIPTION

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<b><u>TITLE:</u></b>	Early Education Center Manager
<b><u>CATEGORY/DEPT:</u></b>	Child Development Programs, Early Head Start and CA Dept. of Education
<b><u>REPORTS TO:</u></b>	Early Education Center & Early Head Start Director
<b><u>REPORTING STAFF:</u></b>	Teachers, Floater Teachers and Substitute Teachers
<b><u>FLSA STATUS:</u></b>	Full-Time, Exempt

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**AGENCY OVERVIEW:** Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs, family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

**JOB SUMMARY:** Under the direction of the Early Education Center & EHS Director, the Early Education Center Manager is responsible for the daily oversight and operations of the center, including licensing compliance and implementation of EHS and CDE regulations. The Early Education Center Director directly supervises the teachers, floater teachers, and substitute teachers of WCC's center-based program.

### **ESSENTIAL JOB DUTIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitors the day-to-day operations of all child development programs
- Observes/monitors classrooms and staff frequently to ensure compliance with licensing and federal requirements
- Ensures accurate, complete, and confidential maintenance of employee and children's records.
- Together with the Curriculum and Child Development Manager conducts weekly staffing meetings
- Participates in weekly and monthly management meetings
- Ensures that all center-based documentation and reports are complete, up-to-date and accurate including DCFS, licensing, and NAEYC
- Completes monthly classroom observation checklist and other monitoring tools, as assigned; complies data from these monitoring tools to share with management staff and program director to identify trends and areas for improvement
- Completes monthly facility safety monitoring; shares with operations manager
- Completes daily monitoring of staff-child ratio count per each classroom
- Conducts quarterly review of children's files (CDE, EHS, and EHS-CCP)
- Coordinates and supports the facilitation of monthly education supervision with Curriculum & Child Development Manager; supports the Quality Improvement Plan and follow up action plans, as needed

- With the Curriculum and Child Development Manager, submit CDE annual reports, including Program Self Evaluation, continuing funding application
- Complete and submit annual immunization reports and personnel roster to licensing
- Collaborates with Curriculum and Child Development Manager to complete and conduct staff performance evaluations and professional development plans
- Attends meetings and trainings, as requested, to keep abreast of trends in the various service areas.
- Assists in the development and implementation of goals, policies and activities to achieve the implementation of the program's mission, objectives and performance standards
- Ensures compliance with licensing, NAEYC accreditation, Title 5 & 22, CDE and EHS requirements and all other program regulations, policies and procedures including annual payments for licensing, police commission permit, and fire department permit.
- Completes the application for and renewal of Community Child Care Licenses for the Center; ensures compliance with all other pertinent legislation, regulations, and laws
- Supports the Health Service Coordinator in maintaining all CACFP mandated regulations and requirements and complies all applicable federal, state, and county regulations
- Participates in the community needs assessment, self-assessment, school readiness committee, and health advisory committee- with the Policy Council, staff and program consultants
- Participate in the hiring selection and training of assigned staff
- Plans for daily staffing at the center; arranges substitute staff when needed
- Participates in the planning, writing and development of funding applications
- Participates in the planning and development/updating of annual program goals, policies, procedures and objectives
- Partners with Human Resources to review and update staff records to ensure requirements are met
- Provides leadership in the area of early childhood development research and best practices
- Oversees maintenance of a safe, secure, and well-maintained facility according to state and federal program requirements
- Meets bi-monthly with the Early Education Center & Early Head Start Director to ensure that services are being delivered in an effective and efficient manner; completes a monthly report for director
- Coordinates and facilitates staff trainings for professional development
- Serves as a representative of the program to the community and attends meetings as appropriate
- Supports the facilitation of engaging group and individual volunteer opportunities that support WCC's mission and to nurture existing relationships with community partners
- Assist in the implementation of staff and parent training plans
- Plan and oversee the implementation of activities to engage and involve parents
- Monitor completion of DRDPs, Home Visits, and Parent-Conferences, Individualized Development Plans, ASQ screenings of the center-based program; follow yearly roadmap to ensure teaching staff meet deadlines of these
- Complete Environment Rating Scale (ITERS/ECERS) yearly, as assigned
- Evening and weekend work as required
- Participate in PQI rotations for EHS and CDE program (center-based)
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description. Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy.

#### **QUALIFICATIONS & EDUCATION:**

- Minimum of three (3) years leadership and administrative experience preferred
- Bachelor's Degree required (Master's Degree preferred) in Early Childhood Development
- Hold a current Child Development Site Supervisor Permit from the California Commission on Teacher Credentialing (maintain permit throughout employment)
- Experience working with infants/toddlers and preschoolers' principles and practices
- Experience working in or overseeing Early Head Start, Head Start and/or California Department of Education preschool programs
- Working knowledge of Community Care Licensing regulations

- Ability to plan, organize and oversee high quality early childhood care and education programs
- Knowledge of data analysis, MIS systems and reporting procedures
- Strong and effective verbal and written communications skills required
- Bilingual in English and Spanish a plus but not required
- Creative problem solver with a can-do attitude
- Must be detail-oriented and possess excellent organizational and analytical skills with the ability to research best-practice and compliance guidance, complete work accurately, meet deadlines, and follow through on job duties and projects
- Ability to prioritize workload, multi-task and be flexible
- Ability to liaise effectively with a range of relevant authorities, individuals and organizations; demonstrated effective interpersonal, leadership, public speaking and management skills
- Desire to be a part of a diverse team, and the ability to both think independently and work collaboratively
- Experience working with diverse groups and populations
- Ability to understand budgets and expense reports
- Knowledgeable of program, finance, compliance and evaluation in a non-profit organization
- Strong computer literacy skills (MIS, word processing, database and spreadsheets, internet and email use required)
- Must be responsible, be able to handle confidential information, organize effectively, and work independently
- Passionate about learning and possesses curiosity about issues affecting children and families
- Successful fingerprint background clearance (DOJ, FBI & Child Abuse Central Index), or approved exemption
- Successful completion of pre-employment physical and PPD Risk Assessment
- Valid Driver License and access to a privately owned vehicle with liability insurance for use in completing work responsibilities as needed
- All employees, regardless of position, serve as role models for children and families who are served by our agency.

*Westside Children's Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.*

**FOR CONSIDERATION:**

Send cover letter and resume to [hr@westsidechildrens.org](mailto:hr@westsidechildrens.org)