

**Diocese of Yakima  
Job Description**

**Position Title:** Children's Center Program Manager (or Director)

**Classification:** Exempt

**Title of Supervisor:** Early Learning Regional Director

**Date Prepared:** February 3, 2015

**Approved By:**

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**Pastor**

**Position Summary:**

The Program Manager will be responsible for all aspects of operating the Children's Center, including program operation, staffing, budgeting, policies, and ongoing development. The Manager will ensure the Center meets all minimum licensing standards for a Licensed Child Care Center in Washington, Early Achievers requirements to attain and maintain a standard of excellence and implement early learning best practices.

**Responsibilities:**

- A. Develop appropriate staffing and professional development for the Center.
  - 1. Interview and recommend for hire lead teachers, classroom assistants, substitutes, and food services staff who meet and exceed state licensing standards.
  - 2. Prepare and update job descriptions for all staff positions and submit to Early Learning Regional Director and Vice President for approval.
  - 3. Provide comprehensive orientation for all new staff and volunteers.
  - 4. Ensure all staff obtains the required professional development STARS hours required and develop an individualized professional development plan.
  - 5. Establish staffing schedule for each classroom and ensure substitutes are arranged as needed in cooperation with lead teachers.
  - 6. Oversee all licensing and Early Achiever requirements for Medicaid Treatment Child Care and behavioral classrooms in coordination with the Clinical Lead.
  - 7. Approve time off requests and time cards for payroll.
  
- B. Supervise lead teachers, administrative assistant, food services coordinator and other designated positions.
  - 1. Facilitate staff meetings and professional development opportunities.
  - 2. Provide ongoing individual coaching and supervision to lead teachers.
  - 3. Complete introductory and annual evaluations for designated staff.

- C. Oversee the educational curriculum for the Center to ensure it meets the developmental needs of the children.
  - 1. Ensure each classroom has the appropriate schedule and activities posted.
  - 2. Ensure training and implementation of Creative Curriculum for each classroom.
  - 3. Ensure the Center environment and activities meet CLASS and ERS best practices.
  
- D. Provide orientation and communication to parents.
  - 1. Ensure parent handbook is updated and reflects current practice and licensing guidelines, and other program or contractual standards.
  - 2. Provide on-site tours and orientation to new parents.
  - 3. Communicate with parents via newsletters, parent-teacher conferences, and other venues.
  - 4. Accept calls inquiring about the Center and services offered.
  - 5. Facilitate an advisory committee which includes representation from the Advisory Board and parents.
  
- E. Oversee total center operations and policies.
  - 1. Maintain Center policies, personnel records, health policies, and other criteria required for licensure as a child care and Early Achievers facility.
  - 2. Oversee the waiting list and maintain classroom enrollment at maximum capacity when possible.
  - 3. Ensure the Center facilities are in good repair and arrange for maintenance.
  - 4. Maintain communication with the janitorial service to keep the Center well maintained.
  - 5. Develop corrective actions plans for any licensing deficiencies.
  
- F. Assist in the development and monitoring of the Center budget.
  - 1. Review monthly budget and expenditure reports.
  - 2. Complete applications for United Way and other funding sources.
  - 3. Coordinate with the parent advisory committee and Development Director for any fundraising events or activities.
  
- G. Participate in community and agency early learning committees.
  - 1. Attend Center Director's meetings.
  - 2. Align services and training with other early childhood programs within the agency.
  
- H. Facilitate innovative development of early learning services in the Center through ECEAP or Head Start partnerships, Early Achiever's rating system, professional training, or other early learning opportunities.
  - 1. If successful for ECEAP expansion, implement all required policies, procedures and program changes required, including Parent Policy Council, Health Advisory Committee, Family Support Services and consultants.
  - 2. Continue to implement movement toward a higher Early Achiever's rating for the Center.



## **JOB REQUIREMENTS:**

The following requirements are those that are normally required for performance of the Director's position. Any disabled applicant or incumbent who does not meet one or more of the requirements, but who can perform the essential function of the job (with or without reasonable accommodations) shall be deemed to meet these requirements.

### **A. Physical Requirements:**

This position normally requires the physical demands of standing, walking, bending, lifting or performing other work requiring medium physical exertion, talking and hearing and adequate vision on a regular basis to perform the job requirements. These physical demands are required up to 80% of the time. It may be necessary, on occasion, to lift and/or move a child.

### **B. Non-Physical Requirements:**

#### **1. Education**

B.A. in Early Childhood Education required, Masters preferred.

#### **1. Experience**

Five years child care experience with young children in an Early Learning setting. Three years of administrative and supervisory experience as a Center Director or similar environment. Experience with ECEAP or Head Start preferred.

#### **1. Special Skills:**

- Demonstrate knowledge of child development to implement a program that is developmentally appropriate for the ages of the children served.
- Demonstrated knowledge of and implementation for CLASS, ERS, and Early Achievers requirements.
- Ability to maintain positive relationships with staff, children, parents and the community.
- Knowledge of research and current developments in early childhood education.
- Ability to successfully manage the operation and budgeting of an early learning child care center.
- Knowledge of WAC for child care centers.
- Demonstrated knowledge of ECEAP performance standards.

#### **1. Licensure, Registration, Certification:**

Washington State Driver's License and minimum liability insurance required if using a vehicle.

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Employee Signature

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Date

