



Foundation for Early Childhood Education, Inc.

A NON-PROFIT ORGANIZATION

HEAD START / STATE PRE-SCHOOL PROJECT / CHILD DEVELOPMENT CENTERS

Excellence in Early Childhood Education and Human Services

3360 Flair Drive, Suite 100 * El Monte, CA 91731 * Tel: (626) 572-5107 * Fax: (626) 572-7663

RE-POST

Employment Opportunity

Posted Date: July 27, 2018

Deadline Date: August 10, 2018

Position Title: CENTER MANAGER

Reports To: Education Coordinator

Department: Education / Administration

Employment Status: Non-Exempt; Part-Year 11 Months

Compensation Range: \$3726.00- \$5264.00 monthly PLUS BENEFITS

(Salary Increase Effective 7/1/18- contingent on final approval)

**Work Location: FOUNDATION FOR EARLY CHILDHOOD EDUCATION
El Monte (Main Office) and Multiple Site Locations in Los Angeles County**

I. PROGRAM SUMMARY

Foundation for Early Childhood Education, Inc. (Foundation) is a comprehensive early childhood education program with a focus on child development that includes a child's cognitive, physical and social emotional growth and development.

The program fosters Family Engagement in all areas of a child's development and provides comprehensive resources to low income families in the areas of health, nutrition and community resources.

II. SUMMARY OF DUTIES

Center Manager (mid-level) will act as a liaison of the Child Development Center Teaching staff and Child Development Supervisor within the Education Services component of a Head Start/State Preschool Program. (Based in the delegate agency's administrative office, the incumbent is a field supervisor of one or more child development centers). Oversight of multiple classrooms including daily operations. Center Manager will work with teaching staff and Child Development Supervisor on coverage in cases of absences. Review documentation by teacher tracking sheets, including children's files, review lesson plans, ensuring individualization for all children and IEP/IDP goals. Support professional development goals of staff with onsite coaching and support of implementation of teaching strategies of consultants or mentor-coach.

- Develops staff plans for each center, to ensure services and meal/rest breaks for staff
- Responsible for daily oversight of each assigned Head Start/State Preschool classroom
- Ensure staffing ratio is in compliance, adjusting staffing as needed for coverage for training or other meetings offsite, assuring communication is received, read and instructions applied, reporting any UI

immediately, resolving conflicts with staff and parents and supporting implementation of all agency policies and procedures.

- Assures that educational and support needs are identified for each child, as reflected on lesson plans and IDPs.
- Confers regularly with center teaching staff regarding a child's behavioral or learning difficulties, and recommends teaching strategies to encourage learning experiences.
- Reviews, interprets and develops action plans for classroom of CLASS, ECERS, and other classroom related reports
- Facilitates regular meetings with each teaching team serves as a catalyst and coordinator of team efforts.
- Routinely inspects center facilities for health, safety, fire, and occupancy violations and takes necessary corrective action to assure that clearances, permits, and licenses remain in force.
- Develops and maintains a calendar of all center activities and individual parents, as appropriate, regarding facility and program activities, policies, education services, enrollment procedures, etc.
- Compile and submit attendance reports
- Responsible for the accuracy of record keeping (i.e. End of the month paperwork and timely submission) between child files and ChildPlus recordkeeping.
- Provide follow up to teaching staff on corrections noted by monitoring of CDS or others
- Reviews and evaluates education services component and center activities to ensure conformance to Head Start Performance Standards, and other Federal, State, and local regulations.
- Encourage and suggest in-service training, formal education and other Professional Development training opportunities related to increasing competencies
- Coordinate and provide training and guidance to staff, parents, and community on variety of pertinent topics in the area of child education and development, in collaboration with Teaching staff, FSA, and Parent Involvement staff
- Assist in on-going monitoring, tracking, follow-up and analysis of child development services and child outcomes.

III. **QUALIFICATIONS, EXPERIENCE & SKILLS**

Education: Bachelor's or advanced degree in Early Childhood Education or a related field from an institution of higher learning accredited by a regional accreditation association recognized by the Council for Higher Education

- **California Child Development Site Supervisor Permit or Higher**
- **CLASS Reliable Observer (preferred)**

Experience: Minimum three years' experience in teaching preschool-age children, as well as expertise in the theories and principles of child growth and development, early childhood education, and family support

Knowledge and Skills

- The capacity to assist teaching staff in the implementation of the HSELOF and CDE PLFS, as well as curricula to meet the group and individual needs of children in Head Start/Early Head Start and State Preschool classrooms.
- Exercises considerable professional judgment and autonomy in decision-making with respect to the allocation of resources to pursue educational services objectives, within the child development centers.
- Must have knowledge of Head Start goals and objectives, including an understanding of School Readiness for young children and their families.
- Ability to work effectively with a variety of adults.
- Understanding of an ability to provide training in principles of child growth and development.
- Successful experience working with of various cultural and ethnicities of local Head Start families in poverty.
- Demonstrates leadership and supervisory ability.
- Ability to meet physical requirements of the position, with or without reasonable accommodation

IV. SPECIAL REQUIREMENTS

Prior to hire, the following must be assured:

- **Eligibility to Work:** All potential employees will be asked to present supporting documents establishing proof of identity and employment eligibility upon completing the I-9 form.
- **Medical Examination:** Must submit a medical examination demonstrating capability to perform type of work required; must submit a tuberculin skin test or chest x-ray. Proof of the following immunizations; Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR).
- **Fingerprint Clearances:** All potential employees will be subject to obtain fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and the Child Abuse Index prior to starting work.
- **Other Special Requirement:** Must have the use of automobile with adequate insurance coverage and a valid California driver's license, or have available transportation.

Must have a valid State of California Child Site Supervisor Permit or higher

***Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.**

V. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

The employee is frequently required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and walk. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, color vision and ability to adjust focus.

VI. APPLICATION PROCEDURES

Applicants must complete Foundation for Early Childhood Education employment application. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an employment application from Human Resources Department located at 3360 Flair Drive Suite, 100 El Monte, CA 91731 or may download the application at our website – www.foundationheadstart.org

Interested candidates must forward the following documentation to the address listed above – in c/o Human Resources Department:

1. Employment Application – with original signature
2. Cover letter
3. Resume
4. Copy(ies) of Degrees
5. Copy(ies) of Transcripts
6. Letters of Recommendation
7. And any other pertinent documentation as deemed necessary