



**Who We Are:**

EPIC, Enterprise for Progress in the Community, is a private, nonprofit organization, delivering early childhood educational services to families in Central Washington for more than 35 years.

**What We Believe:**

- The dignity and worth of the individual and respect for the diversity of cultures
  - Provision of quality services for the whole person
  - The value of families; the involvement of families in decisions which affect their members
  - Promoting the individual growth and development of our staff
  - Collaborating and cooperation with community partners based on need
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**Position Title:** Assistant Center Manager – Castlevale (RX & MSHS)

**Pay Level:** Starting \$25/hour to \$25/hour

**Status:** 12 Months (Non-Exempt Hourly Management)

**Reports To:** Center Manager

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**Position Summary:**

The Assistant Center Manager assists the Center Manager with the leadership and supervision of Migrant Head Start site activities at Castlevale; direct reports may include the family advocates, the cooks and the custodians. This person will implement and monitor the ERSEA component in conjunction with team members, ensuring that work is done in accordance with Migrant Head Start/USDA requirements, state licensing requirements and agency policies and procedures.

**Benefits:**

- Medical/Dental/ Vision Plans
- Sick Leave (5 hours per payroll)
- Annual Leave (4 hours per payroll)
- 11 Paid Holidays
- Seedling Scholarship Available
- Employee Assistance Program
- Basic Life Insurance
- 403 B (Employer match after 1 year or 1,000 hours)
- Short/Long term Disability Insurance

**Minimum Qualifications:**

- Must be at least 18 years of age.



- BA in Early Childhood, Human Services or related management field **OR** equivalent combination of experience and/or training in Early Childhood which demonstrates the required knowledge, skills and abilities.

- Meet the State of Washington minimum licensing requirements for program supervisor.
- At least three years of demonstrated experience working in a Head Start/Migrant Head Start, child care or other comparable programs in a leadership position
- Demonstrated, successful experience in direct supervision of staff.
- Ability to work with minimal direction from supervisor.
- Experience with low-income families preferred.
- Bilingual/Bicultural (English/Spanish) preferred.
- Ability to effectively manage change and prioritize multiple demands.
- Willingness and ability to travel alone to all of EPIC's sites and to conferences and meetings outside of EPIC's service area.
- Valid Washington State Driver's License & Auto insurance.

#### **Essential Job Functions:**

1. Ensure that EPIC's early childhood programs are operating at a high level of quality at all times so that children's welfare, safety and school readiness are of primary focus.
2. Collaborate with key community partners including ESD 105, school districts, Department of Youth, Children and Families (DCYF), health agencies and others.
3. Assist with overall leadership and supervision of EPIC Castlevale Migrant Head Start sites, assuring full implementation of the work plan and compliance to agency policies and procedures, state licensing requirements and Migrant Head Start/ USDA requirements. Model professional behavior, open communication and effective conflict resolutions skills.
4. Maintain safe and sanitary facilities by ensuring that facilities are staffed with adequate and qualified employees, staff-to-child ratios are maintained at all times, child abuse and neglect policies are enforced and staff are trained to child supervision guidelines and licensing requirements.
5. Coordinate the sites' ERSEA content area to include child eligibility, recruitment, selection, enrollment and attendance as defined by Migrant Head Start requirements and in accordance with the work plan.
6. Involve parents in all aspects of the program by recruiting parents as volunteers, encouraging staff to involve parents in the classroom, empowering parents to serve on Policy Council, center committees, interview panels, and supporting parents in performing center activities such as self-assessment tasks.
7. Ensure that proper reporting procedures, documentation for Child Abuse and Neglect are followed as required by agency policy, state law and Migrant Head Start requirements. This includes instances of unprofessional behavior, child abuse and neglect, failure to supervise and other policy violations involving staff.
8. Assist with sites' work in meeting the in-kind requirement by proactively seeking out in-kind opportunities, managing in-kind documentation and implementing the volunteer program.
9. Perform classroom and other center duties, as a priority, when needed.



10. Supervise and support applicable direct reports by conducting regular meetings and performance evaluations in accordance with established guidance. Conduct scheduled and unannounced visits to work areas, classrooms, play areas and center activities.
11. Perform classroom and other center duties, as a priority, when needed.
12. Participate in the agency's plan for ongoing program monitoring and self-assessment activities, to determine program trends or issues and strategize to ensure completion of follow-up.
13. Assure that all reports, records and data from the sites are maintained and submitted accurately; proactively addressing and resolving concerns as they emerge.
14. Assist in processing timesheets, PO's, and USDA and submit to the fiscal department.
15. Complete additional tasks and projects that are assigned by the Director of Early Learning.
16. Promote the professional growth and development of all staff by encouraging higher education and holding staff accountable to education requirements for their position. Facilitate the support of staff through on-going coaching and the agency training plan.

**Other Job Functions:**

1. Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
2. Adhere to the values that reflect the working culture at EPIC. Thus, honoring and modeling these values as you carry out your duties on a daily basis.
3. Communicate effectively by sharing concerns openly and honestly with appropriate staff members, observes confidentiality in all dealings related to program, staff and families.
4. Provide and maintain a safe, healthy, responsive and nurturing learning environment for all children by modeling professional behavior, open communication, embodying a culture of safety and utilizing effective conflict resolution skills.

**Working Conditions/Physical/ Mental Abilities and Processes:**

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

- Duties are performed primarily in an office setting.
- Work requires long periods of sitting or standing.
- Work requires walking, stooping, kneeling, light lifting, speaking, hearing, seeing and the ability to articulate clearly; use of hands to finger, bending and reaching.
- Ability to feel or operate objects and equipment; reach with hands and arms.
- Ability to work with personal computer for long periods of time.
- Frequent travel to and from site within geographic service



### **Additional Skills and Conditions:**

- Excellent people skills.
- Sound and mature judgment.

- Work positively in a team setting.
- Demonstrate creativity, hard work, and be willing to try new approaches.
- Proficiency in computers, including MS Word, and MS Excel.
- Excellent communication skills and attention to detail.
- Excellent organizational skills and ability to effectively manage workloads and meet deadlines.
- Ability to deal effectively and positively with staff, students and the public.
- Other duties as assigned.

### **Equipment Operated:**

Personal computer, telephone, copy and fax machines

### **Conditions of Employment:**

1. Prior to employment, complete pre-employment drug screen, health exam and a TB skin test be an EPIC Health Care provider at no cost to the employee.
2. Must pass initial and periodic background check through the Washington State Department of Children, Youth & Families (DCYF).
3. Provide proof of COVID vaccination.
4. Provide proof of MMR vaccination and/or resistance to Measles, Mumps & Rubella.
5. Current Food Handler card (obtain the training within thirty (30) days of employment).
6. Current First Aide/CPR cards, (obtain the training within thirty (30) days of employment).
7. Complete Child Abuse and Neglect, training and all other mandated training.
8. Executive Director Approval.

### **EPIC is proud to be an Equal Employment Opportunity Employer**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation,



proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

I understand the job responsibilities and qualifications required to perform in this capacity and I further verify that all of the information I submit to EPIC for consideration of employment is truthful and accurate, and I understand the conditions of employment as outlined above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*The statements contained in this job description are intended to describe the general nature and level of work required for this position at the time the job is posted. This is not intended to serve as an all-inclusive list. EPIC retains the right to add or change the duties on this position at any time.*