



Who We Are:

EPIC, Early Learning, 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
-

Position Title: ECEAP Center Manager

Status: Exempt (Year-Round Management)

Pay: \$65,480 annually

Reports To: ECEAP Director

Position Summary:

The Center Manager provides leadership and supervision of staff in the Yakima region (Fairview/ Mountainview/East Valley/ Ahtanum). Direct reports include the ECEAP Team Leaders, Classroom Assistants, Floaters, Family Advocates and Transportation Assistants from those respective sites. This person will ensure the Education & Family Support content is implemented across the Yakima sites as designed by the content Specialists. The Center Manager will work in conjunction with ECEAP Management team members, ensuring that work is done in accordance with ECEAP Performance Standards, CACFP requirements, Washington state licensing requirements and agency policies and procedures.

Benefits:

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

Minimum Qualifications:

- BA in Early Childhood, Human Services or related management field OR AA in ECE and 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 a center director.

- At least three years of demonstrated experience working in early learning and/or licensed childcare 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, own transportation and required 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. Be committed to characterizing a culture of safety within our centers, playgrounds, buses and anywhere that children may be present. Be familiar with and encourage EPICs culture of "See Something, Say Something".
3. Provide overall leadership and supervision of Yakima area ECEAP sites and staff, assuring full implementation of the Education and Family Support content and compliance to ECEAP Performance Standards, CACFP requirements, Washington state licensing requirements, and agency policies and procedures.
4. Ensure that proper reporting procedures, documentation for Child Abuse and Neglect are followed as required by agency policy, state law and ECEAP Performance Standards requirements. This includes instances of unprofessional behavior, child abuse and neglect, failure to supervise and other policy violations involving staff.
5. Supervise and support applicable direct reports by conducting regular check-in meetings and performance evaluations in accordance with established guidance from HR. Conduct scheduled and unannounced visits to work areas, classrooms, play areas and center activities.
6. Assure that all reports, records and data from the sites are maintained and submitted accurately; proactively addressing and resolving concerns as they emerge.
7. Model professional behavior, open communication and effective conflict resolutions skills.
8. 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, standards of conduct and child abuse and neglect policies are enforced.
9. 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.
10. Be an active member of the ECEAP Leadership team by preparing for and participating in site-based staff meetings, parent meetings, Family Nights, Policy Council and all other center activities as required. Serve on other applicable community committees, boards, etc. as approved by supervisor.
11. 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.
12. Perform classroom and other center duties, as a priority, when needed.
13. Implement agency's plan for ongoing program improvement, to determine program trends or issues and strategize to ensure completion of follow-up.

14. In collaboration with the Management team, lead educational staff through implementation of curriculum, instruction and assessment and support education staff to reach (and exceed) standards of high quality education services, in collaboration with the ECEAP Content team.
15. Actively participate in agency management meetings and applicable Policy Council meetings. Serve on other relevant community committees, boards, etc. as approved by supervisor.
16. Collaborate with key community partners including local School Districts, Educational Service Districts, the Department of Children Youth and Families (DCYF), local health agencies and others.
17. Assist the Human Resources Department in the sites' personnel management functions to include the selection, placement, orientation and discipline of staff as required by the Human Resources Department.
18. 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.
19. Complete additional tasks and projects that are assigned by the ECEAP Director.

Other Job Functions:

- Articulate EPIC's mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
- Adhere to the values that reflect the working culture at EPIC; honoring and modeling these values as duties are carried out on a daily basis.
- Communicate effectively by sharing concerns openly and honestly with appropriate staff members. Observe confidentiality in all dealings related to program, staff and families.

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 area.

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

Other 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.

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.