

**JOB OPENING (JOB CODE: HS004)**

**[JOB TITLE:] Center Manager**

**[SALARY BASE:] \$20.73/Hour**

**[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207**

**[LOCATION:] Mt. Vernon & Malden**

**[STATUS:] Full Time**

**[TERM:] Regular**

**[CLOSING DATE:] Until Filled**

**[APPLICATION DEADLINE:] Until Filled**

**[NUMBER OF OPENINGS:] 2**

**[JOB TYPE:] External/Internal**

**[SUMMARY:]**

Under the direct supervision of the Associate/Assistant Director and/or MSHS Director, the Center Manager is responsible for the daily management, coordination, and operations of Center activities. This includes but not limited to early education, health, family services, wellness, disabilities, MIS and transition in accordance UMOS policies and procedures, UMOS Work Plan (The Model), Head Start Performance Standards (HSPS), State, Local, and Federal Regulations. The Center Manager is directly responsible for implementing Child and Adult Care Food Program (CACFP)/Summer Food Service Program (SFSP), Fiscal, Human Resources, Transportation, Facilities and Safe environments in accordance to HSPS. The Center Manager will ensure that delivery of services will be based on the principles of the Parent Family Community Engagement (PFCE) Framework and Head Start Early Learning Outcomes Framework (HSELOF).

**[JOB DUTIES:]**

1. The Center Manager will participate in the hiring, orientation, and training of staff, completion and submittal of the required hiring paperwork in accordance to UMOS policies and procedures. This includes developing and maintaining employee work schedules, submit overtime requests including justification and review, and approve timesheets.
2. The Center Manager will plan and coordinate new employee orientation and trainings for new hires and volunteers. The Center Manager will ensure a Professional Development Plan is developed and shared with the CDC for review.
3. The Center Manager provides direct supervision to coordinating staff such as the Child Development Coordinator, Bus Driver and Food Services Manager- that includes providing training and technical assistance, conducting performance appraisals and developing a Professional Development Plan using various tools including CLASS scores.
4. Center Manager will develop, maintain and secure Administrative and Personnel Records that includes Health Records and I-9 Forms in accordance to UMOS HR policy and procedures, and implement the employee accident/prevention program and workmen's compensation claims as necessary.
5. The Center Manager will work with Family Services Managers to review and verify eligibility of children including documentation review, and signature of the certificate of Eligibility Form.
6. The Center Manager will ensure physical environments conform to federal, state, and local regulations, including compliance with ADA, Head Start Performance Standards, state licensing requirements and OSHA regulations by performing and/or assisting in completing the following: the ADA compliance checklist, Facilities walk through initial inspection, licensing inspection of facility, renewals of facilities license, and all related paperwork for Young Star.
7. The Center Manager will ensure all facility and equipment are maintained by completion of all Safe Environments checklists that include: facility inspections (ex. fire, water and gas), pest control, health and safety procedures and the Emergency Preparedness Plan.
8. The Center Manager will implement CACFP/SFSP in accordance to USDA regulations which includes compliance with approved menus, scheduling of meals, special diets, reviewing and completion of necessary documents, approving necessary food substitutions and monitoring food safety and sanitation procedures of food service personnel.
9. The Center Manager is responsible for the collection and completion of assigned nonfederal share (In-kind) through planning and coordination of activities that generate in-kind.
10. The Center Manager will implement UMOS Purchasing procedures through submittal of requisitions/ purchase requests and maintain inventory of supplies and equipment in DIRTS Inventory and/or other inventory control system.
11. The Center Manager will participate in the two day CLASS Observation Training and will attempt/pass the reliability exam to become a Reliable CLASS Observer.
12. The Center Manager will plan and coordinate mandatory case reviews, in-house staffing meetings, weekly core team meetings, workshops, monthly staff meetings and CLASS Reviews, and attend meetings, seminars, workshops, open houses, parent activities and fatherhood activities.
13. The Center Manager will assist in development of Center Budget and monitor expenditures for compliance with budgetary allotments based on enrollment and nonfederal share collections.
14. The Center Manager will implement and monitor procedures/methods for office and classroom files access, health emergencies, child abuse prevention and reporting, injury/accident prevention and reporting, transitions, sanitation, food handling, and maintaining confidentiality.
15. The Center Manager will coordinate the timely submittal of weekly, biweekly and monthly assignments as directed by the Regional Staff, assist and/or coordinate all home visits conducted by the core team and teaching staff to maximize efficiency and coordinate random drug testing for select staff per the Reasonable Suspicion Guidelines.

16. The Center Manager is responsible for data entry in The Family Data Base System, Child Plus, and DIRTS and/or other data base systems for program area assignments such as fiscal, transportation, facilities and food services, and participate in data collection for community assessment.
17. The Center Manager will report suspected child abuse & neglect per state law and UMOS policies and procedures.
18. The Center Manager will implement and monitor ongoing recruitment plan activities, including recruitment of children with disabilities.
19. The Center Manager will assist in building and fostering partnerships and trust with families, center staff and the general community.
- ~~20.~~ Perform other duties as assigned.

**[QUALIFICATIONS:]**

1. Be 21 years of age or older
2. Possess a High School Diploma or GED Equivalent
3. A Center Manager applicant must also possess one of the following to qualify for employment:
  - a. A 1-year Child Care diploma from an institution of higher education
  - b. A Child Development Associate (CDA) credential or its equivalent (if applicant does not possess this credential, they must obtain it within one year of assuming the position)
  - c. An Associate Degree in Early Childhood Education or Child Care from an institution of higher education
  - d. A Bachelor Degree in Early Childhood Education or Child Development from an institution of higher education or:
    - i. A state-issued Teaching License to act as a kindergarten, pre-kindergarten or early childhood (regular or special education) teacher
4. Strong oral and written communication skills. Preferred Bilingual in Spanish and English (oral and written)
5. Intermediate to advanced proficiency in Microsoft Office preferred
6. Must have at least 2 years of classroom experience and/or combination of 1-year classroom and 1 year of supervisory experience.
7. Possess presentation/training experience and be proficient in Microsoft Office.
8. Have own transportation, possess a valid driver's license and have adequate insurance.

**CONDITIONS OF EMPLOYMENT**

Employment with UMOS is contingent upon successful completion of the following:

1. A criminal background check prior to employment.
2. A physical exam and TB test showing absence of tuberculosis within 30 days of employment.
3. Shaken Baby Training prior to working with children (pre-service training)
4. Fire Extinguisher Training (Training is provided at Center)
5. Proof of Certification of Infant/Child CPR and First Aid within 30 days.
6. Complete the online training modules and become reliable in Teaching Strategies within 30 days
7. Must complete the CLASS testing modules for reliability within 30 days of training.
8. Register and provide evidence of Wisconsin Child Care Registration.
9. Must submit all relevant educational documentation at the time of application

**WORK ENVIRONMENT**

These work demands must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

***Physical Demands:***

- 1) employee is frequently required to stand, walk, sit, bend
- 2) occasionally required to lift and /or move up to 40 lbs.
- 3) frequently required to drive
- 4) frequently exposed to moderate temperature generally encountered in a controlled or uncontrolled temperature environment-

***Tools & Equipment Used:*** a) phones, computer system; b) fax machine, copy machine, laminator, calculator; c) first aid equipment, fire extinguisher.

\*Usage varies by location.

[\*\*CLICK HERE TO APPLY FOR THIS JOB.\*\*](#)

*Equal Opportunity Affirmative Action Employer*

3/20/2019