CENTER MANAGER / CHILD DEVELOPMENT COORDINATOR

JOB CODE: HS003

Schedule: Full Time On-Site

Work Status: Regular / Exempt

Salary: Starting pay 20.24/hr. based on experience and education

Location(s): Lepanto, AR

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

Benefits
To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation

Advancement
In addition, UMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.
Diversity & Equal Opportunity
UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

Make a positive difference in a child’s future!

Do you love leading a passionate and dedicated team who is entrusted for the well-being, care, and educational needs of a young child? If you answered yes, then we have an outstanding leadership opportunity available – Center Manager / Child Development Coordinator.

In this role, the Center Manager/Child Development Coordinator will be under the direct supervision of the Associate/Assistant Director and/or MSHS Director, is responsible for day to day management, coordination, and operations of Center activities that include 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. Directly responsible for implementing and providing training and technical assistance to Child and Adult Care Food Program (CACFP)/Summer Food Service Program (SFSP), early education, Mental Health, Fiscal, Human Resources, Transportation, Facilities and Safe environments in accordance to HSPS. Ensures the delivery of services is based on the principles of the Parent Family Community Engagement (PFCE) Framework and Child Development Early Learning Framework (CDELF).

Primary Responsibilities (not all inclusive):

1. Conduct and/or participate in the hiring of staff and completion and submittal of the hiring paperwork along with required documentation in accordance to UMOS hiring procedures.
2. Will plan and coordinate new employee orientation and trainings for new hires and volunteers and ensure a Professional develop Plan is developed and monitored.
3. Provide direct supervision to coordinating staff, Teachers, Health Services Worker, Bus Driver and Food Services Manager that includes providing training and technical assistance, conducting performance appraisals and develop Professional Development Plan using various tools including CLASS scores.
4. 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 ADA compliance checklist, Facilities walk through initial inspection and passing licensing inspection of facility.
5. Assist with the annual renewal of facilities license and submit all required documentation for licensing including required information for the Young Star program.
6. Ensure facility and equipment are maintained by completing of Safe Environments checks, completing facility inspections (ex. fire, water and gas) and ensures facility inspections, pest control, health and safety procedures and the Emergency Preparedness Plan are adhered to.
7. 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 including processing workmen’s compensation claims as necessary.
8. Develop and maintain employee work schedules, submit overtime requests including justification and review and approve timesheets.
9. Implement Child Development and Wellness program to include Case Reviews, classroom observations, child file reviews, in-house staffing, monthly CLASS reviews, child and classroom transitions, case notes and coordination of services while maintaining confidentiality of child and family, and as necessary perform classroom teacher duties.
10. Review and verify eligibility of children including documentation review, and signature of the certificate of Eligibility Form.
11. Monitor classroom teachers for compliance of job duties (ex: screenings/assessments, home visits, conferences, individualization, lesson plans, child outcomes, portfolios, case recording, reports, classroom files, transitions, curriculum implementation), employee evaluations, classroom child and teacher observations, classroom management and organization, file reviews referrals and follow-ups to ensure adherence to policies and procedures, Head Start performance standards, and state licensing requirements.
12. Provide guidance and support to include supervision to Health Services Worker in the implementation of Health, Nutrition and Disabilities program to include transition services, and ensure the coordination of services to children among staff.
13. Implement CACFP/SFSP in accordance to USDA regulations that includes compliance to 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.

Qualifications:

Employment with UMOS is contingent upon successful completion of:
2. Be 21 years of age or older with a high school diploma or equivalent.
3. Must possess an Associates or Bachelor’s degree in Early Childhood Education/or related field or hold a valid CDA (Child Development Associate) credential and have 60 college credit hours and is currently enrolled in AA/BA program in Early Childhood Education or related field.
4. Must have at least 2 years of classroom experience and/or combination of 1 year classroom and 1 year of supervisory experience.
5. Possess presentation/training experience and be proficient in Microsoft Office.
6. Have own transportation, possess a valid driver’s license and have adequate insurance.
8. Child Care Administrator’s Credential or ability to obtain within 2 years.

CLICK HERE TO APPLY FOR THIS JOB.

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.