



*Building Better Futures*

## **CENTER MANAGER**

**JOB CODE:** HS003

**Schedule:** Full Time / On-Site

**Work Status:** Regular / Exempt

**Salary:** 21.48 to \$26.85 /hour based on experience and education

**Retention Incentive:** Up to \$3,000

**Texas Location(s):** Cardwell, MO

## **We Invite You to Join UAMOS' 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 UAMOS' 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, UAMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

### **Benefits**

To support its team members, UAMOS 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, UAMOS annually contributes at least 3% of employees' eligible compensation

### **Advancement**

In addition, UAMOS 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.

## **Impact a child's life?**

**Join a team of educators who are dedicated and committed to improving the lives of Head Start families and children. If you want to lead this team of educators to ensure that these children get a head start in life, then join our team. If you believe in this philosophy, then we have a leadership position for you as a center manager.**

Under the direct supervision of the Regional Director and/or Associate MSHS Director and/or Deputy Vice-President, the Center Manager is responsible for the daily management, coordination, and operations of Center activities and staff that includes early education, health, family services, wellness, disabilities, MIS, transportation, and transition services. Ensure that federal, state, funding source requirements, and company policies and procedures, are followed in accordance with established principles of early childhood education, including but not limited to: Licensing Rules for Group Day Care Centers Federal Head Start Performance Standards, and the Child and Adult Food Care (CACFP) and the Summer Food Service Program (SFSP) Program. 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.

## **Primary Responsibilities (not all- inclusive):**

1. 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. Plan and coordinate new employee orientation and trainings for new hires and volunteers and will ensure a Professional Development Plan is developed and shared with the CDC for review.
3. 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. 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. 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. 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. 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. 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. Responsible for the collection and completion of assigned nonfederal share (In-kind) through planning and coordination of activities that generate in-kind.
10. 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. Participate in the two-day CLASS Observation Training and will attempt/pass the reliability exam to become a Reliable CLASS Observer.
12. 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. Assist in development of Center Budget and monitor expenditures for compliance with budgetary allotments based on enrollment and nonfederal share collections.
14. 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. 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. Responsible for data entry in The Family and Child Data Base System, 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 or community assessment.
17. Will report suspected child abuse & neglect per state law and UMOS policies and procedures.
18. Implement and monitor ongoing recruitment plan activities, including recruitment of children with disabilities.
19. Assist in building and fostering partnerships and trust with families, center staff and the general community.
20. Perform other duties as assigned.

## **Qualifications:**

1. Demonstration of COVID-19 Vaccination may be required as per company protocol, local, state and/or federal requirements.
2. Be 21 years of age or older.
3. Possess a High School Diploma or GED Equivalent.
4. Must also possess one of the following to qualify for employment:
  - a. 1-year Child Care diploma from an institution of higher education or Childcare administrator Credential.
  - 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's degree in early childhood education or Child Development from an institution of higher education or
  - e. A state-issued Teaching License to act as a kindergarten, pre-kindergarten, or early childhood (regular or special education) teacher.
5. Strong oral and written communication skills. Preferred Bilingual in Spanish and English (oral and written).
6. Intermediate to advanced proficiency in Microsoft Office preferred.
7. Must have at least 2 years of classroom experience and/or combination of 1-year classroom and 1 year of supervisory experience.
8. Possess presentation/training experience and be proficient in Microsoft Office.
9. 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:

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 or sooner if required by local/state regulation.
6. Complete the online training modules and become reliable in Teaching Strategies within 30 days or sooner if required by local/state regulation.
7. Must complete the CLASS testing modules for reliability within 30 days of training.
8. Register in the state Child Care Registry.
9. Must submit all relevant educational documentation at the time of application.

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*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.*