



JOB DESCRIPTION

TITLE: Director of Early Learning Center

COLLEGE/SCHOOL/DEPT: College of Edu &Psy

DATE PREPARED: 10/6/14

REPORTS TO: Dean of College of Education and Psychology

FLSA: Exempt

POSITION SUMMARY:

The Heritage Early Learning Center Program Manager provides leadership in establishing the vision for the Family Support, Special Services, Health and Nutrition, Education and Curriculum content areas as defined by Heritage University College of Education and ECEAP Performance Standards. This person will implement and monitor all content work plans in conjunction with team members, ensuring that work is done in accordance with ECEAP Performance Standards, state licensing requirements, Washington Administrative Code and University policies and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The statements in this job description are intended to describe the general nature and level of work required by this position at this time. However, it is not an all-inclusive list. Heritage University retains the discretion to add to or change the duties of this position at any time.

- Represents Heritage University in the most positive manner with prospective, former and current students, clients, and suppliers as well as the community we serve.
- Interacts effectively with a diverse group of faculty, staff, students and other customers of our services.
- Learns and uses operating practices of the department and Heritage University.
- Upholds the Heritage University Mission Statement.
- Handles confidential information with tact, discretion and in compliance with FERPA regulations.
- Provide leadership in establishing the vision for the child development services and parent involvement in child development services as defined by Heritage Early Childhood mission and standards, Washington State Early Learning and Development Guidelines B-3rd grade and National Association of Education of the Young Child (NAEYC).
- Review all current family support, child development, health and safety curricula and provide leadership in retaining the current or selecting new curricula.
- Establish the system to support the implementation of the service delivery for the all content areas, which includes creating the policies, procedures, forms and written plans.

- Establish the vision and practices consistent with Washington State Early Learning and Development Guidelines B-3rd grade.
- Assure that Heritage Childcare Services in all content areas are culturally appropriate and relevant to the needs of the community, families, and individual children.
- Promote the professional growth and development of all staff.
- Conducts onsite mentoring and modeling of best practices
- Provide leadership and vision for community involvement and advocacy in the assigned areas.
- Participate in and attend meetings of applicable community committees, boards, etc. as approved by supervisor.
- Actively support and assist in the implementation of technology in the area of documenting Childcare services to children and families.
- In coordination with direct service level staff, develop long range and short term goals and objectives for assigned areas, assuring that these goals and objective are kept current.
- Team with other Partners Managers to assure full integration of all content areas and services as envisioned in the Performance Standards.

- Work in partnership with the Director of Early Childhood Studies in identifying training needs and locate training sources to meet those needs.
- Provide training, mentoring and coaching of management and direct service level staff in the areas of child development and curriculum services.
- Operate within the budget, controlling and monitoring expenses.

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 a site/office setting.
- Work requires long periods of sitting or standing.
- Work requires that you be able to walk, stoop, kneel, light lifting, speak, hear, see 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.

OTHER DUTIES AND RESPONSIBILITIES:

- Articulate Heritage University mission, values and policies to staff and clients; demonstrate commitment to mission, values and policies in the performance of daily duties.
- Honor Heritage University and College of Education commitment to becoming a Learning Organization. At Heritage University, the coaching philosophy is the preferred method for building skills, gaining knowledge, improving our capabilities, and building effective work relationships across the organization.
- Adhere to the values that reflect the working culture at Heritage, thus, honoring and modeling these values as you carry out your duties on a daily basis.
- Communicate effectively by sharing concerns openly and honestly with appropriate staff members. Observes confidentiality in all dealings related to program, staff and families.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- A Bachelors degree required, Master's preferred; the equivalent of 30 college quarter credits of adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to job responsibilities.
- Completion of CDA
- Registered on the Washington DEL MERIT system

Skills:

- At least two (2) years experience in early childhood setting.
- Experience with low-income families preferred
- Spanish language skills
- Knowledge and experience with telephone etiquette
- Demonstrated ability to work effectively with a variety of staff
- Demonstrated organizational skills and ability to prioritize and follow through on tasks
- Strong organizational skills
- Knowledge of the county and its resources
- Good verbal and written communication skills
- Work in an office, home visiting and community environment. Spend a designated amount of time each week in a preschool classroom setting

Abilities:

- Ability to work as a team member
- Ability to use a personal computer and common word processing software.
- Operate Personal computer, telephone, copy and fax machines.
- Willingness and ability to travel alone to conferences and meetings off campus and area.
- Valid Washington State Driver's License, own transportation and required auto insurance. Be able to lift fifty pounds
- Be able to perform stationary, routine and repetitive functions for extended periods Ability to operate computers and knowledge of various software programs
- Ability to type with accuracy
- Ability to organize, prioritize and follow through on a variety of tasks and assignments
- Transportation and a willingness to travel are necessary

Employment is conditional upon:

- Dean of Education, Director of Early Childhood Studies and CFO approval
- Successful completion of a criminal records and fingerprint background check.
- Valid certificate in CPR/FA and first aid, BBP/HIV training, child abuse and neglect training, training on emergency preparedness, have a TB test to meet state health requirements and have a current food handler's card.
- Have a current Washington State Driving License and private transportation.
- Participation in a minimum of 15 hours of training a year beyond individual mentoring

Interested and qualified applicants may submit a
Heritage University Employment Application
AND
Resume and Letter of Interest, and Three References to:
Heritage University
Human Resources Office
3240 Fort Road
Toppenish, WA 98948 OR
humanresources@heritage.edu

Position Opened Until Filled