



JOB ANNOUNCEMENT

JOB TITLE:	Program Manager Daybreak Star Preschool		
PROGRAM:	Family Services	FLSA STATUS:	Exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	Full-time (9 months)
REPORTS TO:	Operations Director	PAY RANGE:	\$40k/yr DOE

The United Indians of All Tribes Foundation is a not for profit organization working to provide vital social, cultural, and educational services to Seattle’s American Indian/Alaska Native community.

We are seeking a unique individual to provide leadership and support to Daybreak Star Preschool staff and team. Candidates must be able to demonstrate experience, skills and commitment to anti-bias and culturally relevant best practices and integrating indigenous knowledge into early education.

The Program Manager has full responsibility for planning and setting objectives, directing and administering the Preschool program and ensuring the involvement of parents/caregivers in every phase of the program. The Program Manager: plans, organizes and monitors program operations, functions, activities, services and staff; is responsible for program planning, program development, program management, program assessment, and on-going community relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program Manager has the responsibility for the following areas:

Planning and Setting Objectives:

- Provide childcare support services for preschool age children in a culturally appropriate preschool classroom environment.
- Develop policies and procedures per Seattle Preschool Program/Pathways requirements.
- Direct program operations in a manner consistent with the requirements of contractual agreements, laws, regulations and funding documents.
- Develop financial plans and budgets with the Operations Director.

Managing the Daily Preschool Operations:

- Support staff in recruitment and ongoing efforts to ensure full enrollment.
- Establish and maintain effective communication between Seattle Preschool Program/Pathways program and key stakeholders.
- Preside at various meetings of staff and special committees to obtain guidance; provide leadership and coordinate the activities of these groups to the best interest of the agency and program.
- Develop and maintain clear lines of authority and channels of communication.
- Maintain compliance with DEL licensing requirements.

Community and Staff Relations:

- Serve as an advocate for the preschool. Promote good relations by serving on boards, committees, and participating in community activities.
- Regularly convene Preschool staff meetings for planning, management and review purposes.
- Initiate and maintain needed liaison; and work closely with public and private agencies that can provide supporting services to Preschool families.
- Attend monthly Director’s meetings to obtain pertinent program information.
- Share information regularly with staff and other program managers, including budget, activity and preschool and Department of Early Learning (DEL) information.

Monitoring and Evaluating Services:

- Implement systems and procedures for monitoring and controlling fiscal and program activities.
- Implements and maintains an ongoing evaluation process to ensure quality control of the Preschool, including fiscal accountability and cost effectiveness for all services and components.
- Utilizes evaluation data to maintain, correct and/or improve delivery of program services.
- Complete and manage all reporting requirements.

Establishing a Leadership Role, which supervises the ECEAP Preschool staff.

- Recruit, hire, orient and supervise preschool direct service staff.
- Ensure staff meets Seattle Preschool Program/Pathway standards and staff working on their qualifications and following through with their professional development plan.
- Provide structured staff supervision, annual performance appraisals, and effective communication with an emphasis on team building and positive acknowledgment.
- Work cooperatively with staff to promote a unified team.
- Evenings and weekends maybe required.
- Other duties, as assigned.

REQUIRED QUALIFICATIONS:

- MA degree in Early Childhood Education, Child Development, Public Administration or social service field and 3 years related experience.
- BA degree in Early Childhood Education, or a related field including 18 semester hours in ECE or CD and 480 hours of verifiable experience working with children.
- Associate of Arts degree in Early Childhood Education or Child Development including 18 semester hours, including in ECE or CD and 480 hours of verifiable experience working with children.
- Valid Child Development Associate (CDA) credential with 18 semester hours in ECE or SC and 960 hours of verifiable experience working with children.
- Strong knowledge of theories and practices of Early Child Education/Development and Family/Social Services.
- Significant experience in administration, including balancing regulatory requirements with budget constraints and growing community needs.
- Must have the ability to: write grants, letters and plans; relate well to and coordinate with the people being served; problem solve and communicate effectively; gather and analyze data and make concise, accurate oral and written reports and recommendations; effectively supervise professional staff and to accept supervision.
- Complete a physical, TB screening and extensive criminal background check.
- Intermediate to advanced computer skills, including Internet and email.
- Must have the ability to lift a 50-pound child.
- Must be free from conviction of child or adult abuse, neglect or exploitation.
- American Red Cross certification in First Aid and CPR are requirements of the position. You will be provided training and certification for both First Aid and CPR, during probationary period and as required to satisfy current certification requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to review and prioritize demanding workload while being flexible to emergent/unplanned needs and situations.
- Significant decision making and problem-solving in many areas including supervisory issues, scheduling and provision of program services.
- Manage highly stressful and sensitive situations in a professional manner.
- Interpret and implement complex policies and regulations.
- Work independently and maintain professional boundaries and confidentiality.
- Exercise tact and discretion in all employee interactions.
- Strong organizational and time management skills, ability to meet tight deadlines.
- Prior experience working in the Native American community.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.
The noise level in the work environment is usually moderate.

JOB POSTING DATE: 8/1/17 CLOSING DATE: 8/15/17	APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org
COMPENSATION: \$40k/yr DOE, plus excellent benefit package provided	APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Human Resources Or click on fillable form link: COMPLETED APPLICATION
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	SUBMIT APPLICATION TO: jobs@unitedindians.org or send to United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640