

Announcement of Position Vacancy

Childcare Operations Manager

Little Mavericks Learning Center

The Little Mavericks Learning Center (LMLC), an affiliate of Colorado Mesa University (CMU), serves students, faculty and staff by providing quality childcare for children ages 12 months to 13 years, at an affordable price. With a curriculum based on best practices and designed to expand children's learning by engaging them in different activities, the center provides experiences that enrich and enhance each child's cognitive, social, emotional, physical and creative development. Within the center's daily schedule, each child has opportunities to create and explore his/her environment, learn problem solving, practice personal interaction skills and absorb concepts through first-hand experiences. The center works closely with a variety of CMU departments that includes Early Childhood Education, Teacher Education, Nursing, and Kinesiology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reporting through the LMLC Supervising Director to the Little Mavericks Board of Directors, this position is responsible for center operations. This includes but is not limited to the following:

- Assist the supervising director with development of long-range and annual center goals and objectives for review and approval by the Board.
- Administer the center consistent with written guidelines, policies, and procedures.
- Supervise teachers and teaching assistants, plus a large number of work-study students, substitutes and volunteers, including work assignments.
- Conduct search process for new hires and/or terminations, with final appointment or termination subject to supervising director approval. Responsible for new hire training.
- Create, develop and maintain the center's annual operating budget and maintain budget to actual status reports for supervising director's review, ultimately subject to Board review and approval.
- Monitor and control expenditures, including processing payroll, ordering and purchasing LMLC's food, supplies and equipment, and other needs.
- Confirm staff qualifications and possession of minimum levels of education, certification and personal health requirements to comply with state licensing requirements. Schedule regular, formal in-service training.
- Manage all scheduling for children's daily program, including curriculum and extracurricular activities.
- Initiate a warm and open relationship with all families, to include a variety of parent events and social activities to facilitate parent communication. Design and disseminate monthly newsletters to inform parents of pertinent program information.
- Schedule conferences with parents and families a minimum of once per semester for all children enrolled in the LMLC. Hold additional conferences for any parent and family who may need further support/conversation to verify that their child's needs are being met. Provide community resource information to families regarding child development issues; this includes parenting skills counseling, guidance, resources and referral as needed.
- Plan, coordinate and schedule new children into the program ensuring a smooth transition and acceptance into their new environment. Conduct parent orientations to facilitate a new family's entry into the program by discussing the philosophy, policies and procedures.
- Coordinate and conduct monthly staff meetings during the fall and spring semesters. Conduct regularly scheduled meetings with individual staff members to maintain open communication about job responsibilities, goals and objectives. Promptly follow-up on significant issues and action items that have been delegated to LMLC staff.
- Prepare annual written staff performance evaluations; obtain supervising director's review before finalizing.
- Assist supervising director, as needed, in providing supervision for practicum students.
- Meet on a regular basis with the Board of Directors. Assist the supervising director in preparing written updates for presentation to the Board.
- Ensure all personal documentation for staff, children, and families are secure and shared only as legally authorized.
- Assist supervising director in seeking external funding sources, including leading development of grant proposals.
- Support the supervising director in reviewing, interpreting and executing Colorado State and Federal guidelines, including licensing, Department of Education requirements, and Federal labor laws. Preparing any documentation required to maintain quality standard levels or accreditation. Adhering to all guidelines that apply to the operation of a childcare center.

- Support the supervising director in creating, implementing and monitoring an educational curriculum for a quality childcare program. This includes weekly meetings with the teaching staff to plan the use of curriculum materials, equipment, and indoor/outdoor environment experiences. Such activities include cognitive, physical, sensorial, social and emotional, developmental and educational experiences. Ensuring that curriculum reflects and is respectful of the cultures of the families and is developmentally appropriate for all children.
- Ensure the center's physical space and equipment is well maintained and in good repair to create a safe and healthy environment for the children and employees. Annually, develop a maintenance inventory.
- Recognize and remove hazards to health and/or safety and notify proper personnel when necessary. Conduct frequent drills to comply with state licensing to train staff and children.
- In collaboration with parents and LMLC's nurse consultant, administer medication and treatment as authorized by or prescribed by a licensed physician within the guidelines of CDHS licensing.
- Document and inform parents, supervising director and the Board of Directors of accidents, taking appropriate steps to isolate children who become ill while at the LMLC and make proper notifications of child's exposure to contagious illnesses.
- Develop, implement and maintain a nutritionally sound food program according to Federal Food Program guidelines and in alignment with the Child and Adult Care Food Program.
- Participate in meetings with the supervising director, no less than twice per month, to discuss LMLC matters.

REQUIRED EDUCATION, CERTIFICATIONS and EXPERIENCE:

- Associates degree in Early Childhood Education from an accredited institution; Baccalaureate degree preferred.
- Must be Large Center Director qualified with current valid Director qualified certification awarded by the Colorado Department of Human Services.
- Minimum of one year experience as a director of a licensed early childhood development program with supervisory/management responsibility or equivalent experience.
- Minimum of one-year direct classroom experience as a teacher with children between the ages of birth to 12 years.
- Must hold, or acquire within the first 30 days of employment, the following certifications: CPR and First Aid, Medicine Administration, Universal Precautions, childcare health and sanitation, mandated reporters training, and other certifications required by the Colorado Department of Child Care Licensing.
- Demonstrated ability to work with diverse groups of young children, students, staff, parents, and community members.
- Excellent internal and external customer service, interpersonal, problem solving, and verbal and written communication skills.
- Successful completion of fingerprint-based CBI and FBI background checks.
- Demonstrated extensive knowledge of Early Childhood Development, the Colorado Rules Regulating Child Care Centers, and Rules, Regulations Governing Health and Sanitation in Child Care facilities, Colorado Shines, and PDIS.

SALARY: \$29,120 – \$37,440, commensurate with education and experience.

TYPE OF APPOINTMENT: The individual hired into this position will be an employee of the Little Maverick Learning Center and will not be an employee of Colorado Mesa University.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by August 25, 2017.

APPLICATION: Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire) and the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor.

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Little Mavericks Learning Center Search
Human Resources, LHH 237
Colorado Mesa University

1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

LMLC is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Little Mavericks Learning Center is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.