



## CENTER MANAGER JOB DESCRIPTION

The St. John the Divine Early Learning Center is seeking to hire an enthusiastic, warm and experienced Center Manager to join our team. The Center Manager assists and supports the Director in the planning, developing, evaluating and implementation of the day-to-day operations of the preschool. This position will provide a loving, nurturing, safe, stimulating, Christian environment that promotes the social, emotional, physical and cognitive development of each child. The Center Manager, in collaboration with the Director, is also responsible for managing the implementation of engaging activities and educational programs in accordance with the mission and vision of the St. John the Divine Early Learning Center.

### Responsibilities:

- Assists the Director in all matters related to the day-to-day operations of the center in compliance with all required local, state and federal standards and center policies and procedures
- Maintains and supervises the maintenance of accurate and complete records as required by regulations, government-funded programs, and center policies including personnel, financial, enrollment, and inventory
- Assists the Director with budget preparation, vendor and purchasing record keeping, and cost control
- Performs essential administrative tasks associated with the operation of the center
- Provides additional aid and room coverage as needed
- Maintains a thorough understanding of the center's curriculum and programming
- Ensures the constant well-being, health and safety of children
- Follows policies and procedures regarding medical and dental emergencies, short-term exclusion of children, and the handling and storing of medication
- Cultivates positive relationships with children, families, parents, staff, state licensing authorities, volunteers and other stakeholders
- Supervises and participates in discipline procedures and ensures compliance with center policies
- Recruits, interviews and enrolls families in the program
- Supervises the use and maintenance of the center facilities and equipment; coordinates repair work and routine maintenance
- Participates in the Early Learning Center fundraising efforts and events
- Contributes to the effective operation of the overall St. John the Divine Early Learning Center
- Attends all required staff meetings, workshops and/or school functions
- Implements and enforces center policies as outlined in the parent and staff handbooks
- Complies with all rules, regulations, procedures and protocols of the Early Learning Center and the local, state or national regulatory agencies pertaining to the health, safety, emergency procedures and care of children
- Supervises the daily opening or closing of the center and secures building
- Maintains overall professional personal appearance
- Assumes the responsibilities to manage operation of the Center in the absence of the Director
- Other duties as required

### Knowledge, Skills and Abilities:

- Knowledge of child growth and development as well as developmentally appropriate practices for children ages birth to 5 years
- Ability to work with children with diverse backgrounds and levels of ability
- Knowledge of the social, emotional and creative needs of young children
- Passion for the care, safety and development of children
- Strong written/verbal communication, collaboration, and interpersonal skills
- Strong organizational, problem solving, and time-management skills
- Nurturing, outgoing, positive, patient, and team oriented



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- Possess good judgment and decision-making skills
- Ability to work independently and perform with minimal direct supervision
- Ability to think quickly and clearly, and remain calm during stressful times
- Ability to maintain confidential information
- Must be computer literate with proficiency in Microsoft Office and ability to quickly learn required software
- Maintain a professional appearance, attitude, and work ethic at all times
- Displays a high level of integrity, dependability and adaptability

### Physical and Environmental Requirements:

- Acceptable eyesight and hearing, with or without correction
- Ability to speak, read, and write English
- Ability to lift up to 40 pounds
- Ability to frequently lift, carry and hold children and infants
- Ability to deal with upset parents and students
- Ability to walk and to sit and stand for prolonged periods of time
- Ability to use hands to finger, handle, or feel and to reach with hands and arms
- Ability to push emergency evacuation cribs with at least 4 infants in the crib
- Be able and willing to use an Epi-Pen when an emergency arises
- Ability to work a flexible schedule
- Works in child care setting indoors and outside

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions*

### Education and Experience:

- High School Diploma or GED required
- College degree in Early Childhood Development Education, or college degree out of field preferred
- A Child Development Associate-Credential (CDA) required within one year of hire
- One to three years of experience as licensed early childcare facility administrator preferred
- Experience in management and/or business preferred
- State required training for early childhood education and additional in-service training
- At least 21 years of age

### Licenses, Certifications and Registrations:

- Knowledge and understanding of current Florida rules and regulations, per the Florida Department of Children and Families (DCF)
- Current DCF Director's Credential required within one year of hire
- Completed DCF 45-hour training required, including Early Literacy
- Maintains 20 in-service training hours annually, July through June
- CPR and First Aid Certification or willingness to obtain and maintain, updated every two years
- Must successfully pass the required criminal background checks and screenings prior to employment