Child Development Center Manager

About the Position: The Child Development Center (CDC) Manager is charged to lead in the ethical and inclusive management of the Associated Students (AS) Child Development Center, insuring the program is operated within the Washington State Minimum Licensing Requirements and is accomplishing the primary mission of the organization(s) within the university and student affairs mission statements. The Manager works under the minimal supervision of, and reports to, the Associate Dean of Students/Director of the Viking Union to ensure the program supports: success, growth, and development; quality education of children and management of the center focused on equity and inclusion; sustainable practices; and welcoming and collaborative partnerships. Responsibilities include leading the staff and educators within the CDC through personnel and resource management, strategic planning and development, staff and program development, and developing and maintaining dynamic partnerships. The CDC Manager also acts as the lead liaison with campus partners and with the stakeholders of the Child Development Center. http://as.wwu.edu/cdc/

Department:

Dean of Students Unit/Viking Union Organization

Western: Not too big, not too small... http://www.wwu.edu/about/

With 15,000 students, 160 academic programs, and an energized campus community, Western offers the focus on students and the faculty access of a smaller college and the academic choice, resources, multicultural diversity, and room to grow of a large university. Not so big that you feel like a number; not so small that you have to conform to a mold. Large enough for you to define yourself and small enough that you make a difference (WWU website 2016).

Bellingham: Location, Location, Location  www.bellingham.org/  
Water, mountains, music and food – from downtown to out-of-town, Bellingham has it all! Puget Sound and the San Juan Islands lie directly to the west; Mt. Baker and the North Cascades Mountain Range are an hour to the east. Midway between Seattle and Vancouver B.C., Bellingham offers a vibrant urban community with a natural setting, providing outstanding entertainment, recreation and research opportunities (WWU website 2016).

Position Responsibilities:

- **Personnel Management:** Responsible for staffing the CDC in accordance with WAC, University, and AS hiring practices by: recruiting, hiring, and retaining a diverse and inclusive staff including classified staff, student employees, substitute teachers, volunteers and long term practicum students. Conducts performance appraisals, personnel actions and approves timesheets and ensures that staff and student employees complete necessary payroll documents.

- **Program Integrity:** Responsible for program integrity and inclusive excellence through the design, implementation, and evaluation of operational policies, systems, procedures, and practices which accomplish the outcomes intended of various program elements.

- **Enrollment:** Responsible for assessing and maintaining inclusive and diverse enrollment of the program in accordance with all state and federal laws and in keeping with the mission of the agency. This includes program marketing, media, and assessment of waitlists, enrollment, and retention.

- **Classroom Practices & Activities:** Responsible to manage and support the collaborative development of early childhood learning and development programs that model current practices in the field of Early Childhood Education and inquiry-based learning. Much of this work will include collaboration with the CDC teachers and Woodring Early Childhood Education Program to align the program with their curriculum to help support their interns and practicum students. In addition, the Manager will ensure the appropriate training and development for staff to work across diverse communities.

- **Records & Contracts:** Responsible for the overall management of records and contracts in accordance with WAC, University, and AS requirements.

- **Fiscal:** Responsible for fiscal viability of the organization in accordance with State, University, and AS requirements by: creating the annual budget; projecting both expenditures and income from sales and contracts to maintain program activities; administering, authorizing and monitoring program budget expenditures; insuring receipt of income from sales and contracts through managing a billing system and invoicing third party payees with follow up for collection of delinquent accounts; managing and maintaining accounting and statistical records; and analyzing program budget problems and determining and administering corrective action. Works with and consults the Finance Manager as needed.

- **Public/Internal Relations:** Responsible for the public engagement of the program by: developing and managing universally designed systems and inclusive expectations for all forms of communications, including advertising the program, center tours, e-mail, web site and written communications to be used in responding to public inquiries. In addition, the Manager will develop and manage systems for accurate communication among program
participants, including parents, work-study students, parent substitutes, practicum students, faculty, staff, University administration, as well as with campus and public media.

- **Health & Safety Program:** Responsible for the health and safety of program participants including children, parents, student employees, practicum students, and classified staff. Ensures compliance with Western's university Risk Management Office policies, procedures and practices.

- **Community Relations/Outreach:** Contribute to the University mission of community outreach by participating on various committees, presenting at local meetings, conferences, and seminars; and by remaining responsive to requests for consultation with other programs in the community. In addition, the Manager is the main contact for engaging with stakeholders such as: National Association for the Education of Young Children, Northwest Association for the Education of Young Children, P-3 Alignment with Bellingham Public Schools, Whatcom Early Learning Alliance, Whatcom Community College, Service Learning at WWU, the Washington Campus Children’s Centers Coalition, Child Advocacy Groups.

- **QRIS - Early Achievers State System:** Maintain standards and participates in QRIS

- **Diversity/Cultural Competency:** The Manager engages in professional development opportunities to support the development of competence and effectiveness in the areas of inclusion, diversity, multicultural and cross-cultural proficiency, and other related topics. The Manager manages the department in support of an inclusive environment for staff and students, development of cultural competency skills, and the delivery of programs that support diversity objective of the campus community.

**Required Qualifications:**

- Bachelor’s degree in early childhood education, or related field.
- Meet State Department of Early Learning Director requirements: current Child Development Associate certificate (CDA) or have 45 college credits in ECE or a minimum of 30 college quarter credits and a maximum of 150 department approved clock hours in early childhood education or child development. Please see link for full state requirements: [http://apps.leg.wa.gov/WAC/default.aspx?cite=170-295-1010](http://apps.leg.wa.gov/WAC/default.aspx?cite=170-295-1010)
- A minimum of 2 years of full-time management of a childhood program including all aspects of curriculum, supervision, staffing, and programming.
- Experience managing or overseeing personnel using inclusive practices.
- Demonstrated experience in budget development, monitoring, forecasting, and analysis.
- Demonstrated experience developing programs, systems, policies and procedures related to early childhood education.
- Experience adhering to state laws and guidance related to childcare facilities.
- Demonstrated commitment to promoting and enhancing diversity.
- Demonstrated understanding of the needs of a college-student population.
- Demonstrated success building collaborative relationships with internal and/or external stakeholders

**Preferred Qualifications:**

- Master’s Degree in Early Childhood Education, Educational Administration or field related to the major responsibilities of this position.
- Experience managing a child care center in a higher education setting
- Familiarity with Washington state guidelines related to childcare facilities.
- Familiarity with Washington Early Achievers Program
- Banner experience
- Fundraising and grant writing experience
- Demonstrated Experience with MS Office [Excel, Outlook, MS Word]

**Academic Emphasis:** N/A

**Job Location:** Western Washington University, Bellingham, WA

**Salary range:** Between $54,500 and $60,500

**Bargaining Union:** N/A

**Application Instructions and Requested Documents:** Please log in below and submit your application via WWU's Electronic Application System for Employment (EASE). Note: You will need to be using Internet Explorer to fully utilize our online application system.

A cover letter and resume are required. Your cover letter must address specifically how your experience meets or exceeds each of the required and preferred qualifications. You may cut and paste or upload your resume and cover letter as noted on the EASE application.
Please complete the education and work experience section of the EASE application and submit the names and contact information of three professional references.

**Other Information:** Follow Western Employment on Facebook and WWUEmployment on Twitter

**Job Posted:** 05/19/16

**Closing Date:** 06/17/16

**Recruitment #:** 160221

Western Washington University (WWU) is an equal opportunity and affirmative action employer committed to assembling a diverse, broadly trained faculty and staff. Women, minorities, people with disabilities and veterans are strongly encouraged to apply. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, WWU does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information in its programs or activities, including employment, admissions, and educational programs. See WWU's Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation. Inquiries may be directed to the Vice Provost for Equal Opportunity and Employment Diversity, Title IX and ADA Coordinator, Equal Opportunity Office, Western Washington University, Old Main 345 (MS 9021), 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu

WWU is committed to providing reasonable accommodations to qualified individuals with disabilities upon request. To request this document in an alternate format or to request an accommodation, please contact Human Resources Disability Services, 360.650.3774 or 711 (Washington Relay).

All new employees must comply with the immunization policy and show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at WWU. A thorough background check will be conducted on all new hires.