



JOB ANNOUNCEMENT: LEAD CENTER MANAGER

Wu Yee Children's Services is a non-profit children and family services agency founded in 1977. Our mission is to create opportunities for children to be healthy, for families to thrive, and for communities to be strong.

DUTIES AND RESPONSIBILITIES:

- Provide direction, guidance, orientation, and training to the Center Managers and the Site Supervisor to ensure the agency and program vision, direction, policies, regulations, are met and adhered to
- Ensure that appropriate systems and procedures are in place to support program needs and goals; identify and develop professional growth opportunities for staff by appropriately planning with the Program Director the allocation of funds across centers
- Together with the Program Director, evaluate program parameters using Head Start performance standards, state, and local contract requirements to improve program performance
- Develop appropriate strategies for overcoming barriers to program improvement based on monitoring results, monthly reports, staff and parent input
- Ensure that the centers are in compliance with all regulatory requirements and standards, particularly those of Head Start, Early Head Start, Community Care Licensing, and state preschool programs
- Oversee the handling of all center based community complaints, forwarding escalated concerns to the Program Director as identified in the community complaint and grievance procedures
- Monitor key operations functions that impact program to ensure compliance with program and agency policies and procedures and the fiscal health of the department.
- Provide oversight of a Child Development Center in the absence of the site Center Manager

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- A valid Child Development Site Supervisor Permit
- Bachelor's Degree in Early Childhood Education, Child Development, CAD or related field
- Minimum of two years of successful supervisory experience in an early childhood program
- Capacity to plan, deliver and implement and evaluate early childhood training
- Experience working with culturally diverse staff and families desired
- A team builder with strong skills in management and leadership; must understand the subtleties of motivating and directing a diverse group of personalities;
- Occasional lifting up to 50 pounds

COMPENSATION and BENEFITS:

Salary depending on experience plus 18 PTO days, full cafeteria plan for health, dental and numerous other benefits

APPLICATION PROCESS:

Send resume and cover letter to:

Attn: Human Resources

Wu Yee Children's Services

706 Mission Street, 6th Floor

San Francisco, CA 94103

Fax: (415) 543-1618

E-mail: humanresources@wuyee.org

Immediate opening until filled. Head Start/Early Head Start Parents will be given preference for which they are qualified; please note this in your cover letter. Wu Yee is an equal opportunity employer.

For a list of all current openings visit:

<http://www.wuyee.org/join-us/employment-opportunities/>