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| Our mission is to provide people of all ages with help, hope, and the opportunity to succeed. | | | |
| Job Title | ECS School Manager | FLSA Status | Exempt |
| Program/Department | Early Childhood Services | Supervisory Responsibilities | Yes |
| Reports To | ECS School Director | CEO Approval Date | 1/2020 |
| Work Schedule | Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. | | |
| Must pass required background check, TB and Physical | | | |
| POSITION OVERVIEW | | | |
| <p>The ECS School Manager at the center will initiate and coordinate the secretarial functions necessary to run an organization efficiently while implementing administrative policies and procedures according to Head Start Performance standards and other regulating entities.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p> | | | |
| ESSENTIAL FUNCTIONS | | | |
| <p>The ideal candidate will have immaculate attention to detail along with a drive to effect positive change by:</p> <ul style="list-style-type: none"> • Promoting, encouraging and displaying examples of leadership for the agency in accordance with the agency mission driven, employee first culture. • Demonstrating capacity for providing developmentally appropriate and evidence-based practice, for exemplifying the values expected within the program, and for promoting the mission of the organization. • Supervising and overseeing work tasks and activities of administrative staff. • Performing daily clerical duties, including answering and screening telephone calls, taking messages, copying and collating, and scheduling, setting up and attending meetings as assigned, taking/transcribing minutes. • Maintaining program efficiency by planning and implementing administrative systems; designs and implements office policies by maintenance program standards and procedures. • Assisting in coordinating the activities involved in program planning, goals and objectives. • Ensuring that facilities, including buildings and grounds, are monitored and maintained to assure the safety of children and staff. | | | |

- Assisting as needed in design, preparation, updates, printing, and distribution of agency calendar, parent handbooks, parent newsletter, brochures, flyers, and other documents as directed.
- Responsible for all aspects of managing staff including interviewing, selecting, and training employees, directing the work, and evaluating employee performance and compensation.
- Responsible for ordering supplies, monitoring expenditures (POs, classroom budgets, etc.) and staying up-to-date with subsidy swipe and extended care payments.

OTHER DUTIES

- Provide support for any other duties needed in keeping with our mission, vision and values.

JOB QUALIFICATIONS

| | Minimally Required | Preferred |
|----------------------|---|---|
| Education | AA/AS in business or related field. | Bachelor's degree |
| Experience | 1-year experience as a supervisor and working in an office with general administrative duties. | Effective experience working with at-risk families. |
| Skills and knowledge | <p>Understanding of Head Start Performance Standards and state and local childcare licensing requirements.</p> <p>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software and office equipment.</p> <p>Good organizational and time management skills.</p> | Previous knowledge and understanding of Child Plus |
| Abilities | <p>Must work independently and collaboratively in a team environment.</p> <p>Exercise independent judgment.</p> <p>Communicate in a professional manner, demonstrating dignity and respect for our internal, external and community members.</p> <p>Process, protect and exercise discretion in handling confidential information and materials.</p> <p>Sustained concentration to detail and accuracy, along with the ability to prioritize workload.</p> <p>Willingness to work with high-risk, low-income communities.</p> | Bilingual Spanish/English speaking |

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use a computer. Must be able to detect, discern, distinguish, observe, inspect and compare. Must have excellent command of English language and grammar, both verbal and written. Occasionally must be able to move needed materials weighing up to 50 pounds. The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff and small children. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

OTHER

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time.

SUNBEAM'S CORE VALUES

Champion Spirit

We work like a champion every day: paying attention to details and performing with excellence

Servant Heart

We exhibit humility in serving everyone; no job is below anyone and we all work together to get the work done

Sunny Attitude

We bring a smile, a positive attitude and treat each other with respect, ensuring a pleasant work environment.

SIGNATURE

By signing this job description, the employee/candidate affirms that (s)he possesses the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.