



Child Development Program Manager

Job Description

INTERNAL/EXTERNAL POSTING

DATE POSTED: 10/06/15

APPLICATION DEADLINE:

POSITION AVAILABLE: Immediately

About the Novato Youth Center

A one-of-a-kind 501c3 non-profit agency, the Novato Youth Center's (NYC) mission is to inspire and prepare youth to succeed. Become a part of the NYC community filled with youth, families, and a dedication to providing a supportive, professional working environment. Our five program areas work together in a comprehensive way to support youth as they develop their academic, physical, social, and emotional skills. Located in beautiful Novato/CA, Marin County, we value our partnerships in the local community with public and private agencies. Consider joining our management team. Visit www.novatoyouthcenter.org for more information us. NYC willing to provide first time manager training.

Position Title: Child Development Program Manager

Status: 40 hours/week, 1.0 FTE exempt management position. Position works Monday-Friday until 6pm.

Salary Range: \$56,160-\$60,320/year (\$27-\$29/hr) depending on experience and qualifications. Generous benefit package including medical and dental benefits, PTO, employee assistance program, and childcare discount.
Signing bonus - hired candidate will receive a \$250 signing bonus at six months of successful employment

Reports to: Executive Director

Position Purpose: The Manager's responsibility is to oversee the Early Childhood Education and School Age afterschool and summer programs including supervise teaching staff, implement curriculum, and ensure program quality, safety and licensing requirements are met; monitor annual budget; support youth growth and development; create a positive, culturally affirming climate; and effectively engage parents and families.

Essential Functions: Program Management and Curriculum

- Provide oversight to the ECE, Elementary and Middle School afterschool and summer enrichment programs, with a team of staff. Programs licensed up to 225 children daily, ages 12 months-14 years.
- Responsible for maintaining program quality standards, overseeing curriculum development and implementation using best practices and evidence-based curriculum, and ensuring data collection responsibilities are met. Commitment to continuous program quality improvement.
- Create and maintain a positive, culturally affirming climate; develop and enforce positive behavioral interventions and supports.
- Effectively engage parents/guardians as partners in their child's development and academic goals.
- Engage parents and their feedback by administering annual survey and convening quarterly Parent Advisory Committee. Hold Child Development fundraisers, involving the children and parents as part of the matching grant.
- Foster the overall growth and development of each child; ensure staff are properly trained and supported to observe, assess, document and track youth progress using key developmental benchmarks and tools (DRDP's, ERS, etc).
- Work with the Program Coordinator and participate in the annual CDE recertification

- process with scholarship families.
- Work with Clinical Director for inter-agency counseling/social-emotional referrals.
- Participate in the Quality Improvement Initiative, Pre-K-3rd Grade, and other relevant community meetings, as assigned.
- Align the afterschool and summer curricula with NUSD's school content standards, with a focus on math and language arts, including implementing Common Core Standards.
- Effectively weave in enrichment opportunities, conduct assessments and explore supplementary curriculum programs ie, technology-based learning tools, project-based learning activities.

Staff Management

- Manage program staff, including:
 - Program Coordinator, School Age Assistant Manager, ECE Site Supervisor, and all ECE staff. Support the School Age Assistant Manager in his/her supervision of school-age staff.
 - Provide oversight to staff scheduling;
 - Conduct regular staff meetings, meet individually with staff and facilitate staff development trainings;
 - Provide oversight to teachers weekly curriculum planning;
 - Manage the process of recruiting, interviewing, selecting, orienting and training new program staff;
 - Conduct annual staff evaluations and implement performance management practices to ensure high staff performance; and
 - Serve as a teacher in the classroom if gaps in scheduling occur.
- Ensure that all CA State licensing requirements (Title XXII) and California Department of Education regulations (Title V) and contracts are met at all times, with support from ECE Site Supervisor.
- Initiate marketing with the Program Coordinator and Admin staff to promote childcare openings as they occur.
- Ensure the overall safety of each youth; play lead role in program crisis response; work with Facilities Manager to plan fire and emergency drills; prevent, monitor and report accidents.

Management Team

- Participate in Management and Program Quality Team activities.
- Maintain financial responsibility for the ECE and School Age program budget and grant deliverables.
- Be a strong ambassador for the Center including participating in community collaboratives and fundraising efforts.
- Other duties as assigned by Executive Director.
- State of California Teaching credential with a preschool component preferred. Will need to obtain permit approval through State of CA Dept of Education, maintain permit, and become knowledgeable about regulations.
OR a current Child Development Permit – Program Director or Site Supervisor Permit.
- A minimum of 2 years of management experience in managing staff, ECE and afterschool programs. Budget and grants management preferred. NYC willing to provide training to new managers.
- At least two years experience teaching children and developing curriculum/instruction. Must be proficient in 5th grade math for elementary school and proficient in 8th grade algebra for middle school.
- Experience with CA State licensing requirements (Title XXII) and California Department of Education regulations (Title V).
- Demonstrated leadership, organizational and communication skills.
- Have the proven ability to nurture respectful relationships with children and their families and show sensitivity to the families' cultural, socioeconomic and linguistic backgrounds.
- Intermediate in Microsoft Office programs.

Minimum Qualifications:

Physical Requirements: Supervise and interact with children, requiring a full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in activities. Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs. Candidate must pass a livescan background check, T.B. clearance test, and a pre-employment health exam. The qualified candidate must also have a drivers' license and willing to serve as an alternate to transport children in NYC vans when needed. An applicant with a conviction, other than a minor traffic violation, including a misdemeanor and/or felony, will not receive background clearance. Maintain current CPR and First Aid Certification.

To apply for this position: **Please submit your resume, cover letter and employee application (downloaded at <http://www.novatoyouthcenter.org/employment-internships/>) by mail or e-mail to:**
Novato Youth Center
Attn: HR Department
680 Wilson Avenue, Novato, CA 9494
kgondola@novatoyouthcenter.org
Bilingual applicants are encouraged to apply.