JOB POSTING

**Spanish American Committee’s Little Footsteps Bilingual Child Enrichment Center**

**Date posted:** 2017

**Title:** Little Footsteps Site Administrator

**Reports to:**  Executive Director of the Spanish American Committee

**Job Description:** This position is an exempt professional management position. Under general supervision, the manager operates the childcare program in conformance with institutional regulations and state of Ohio licensing provisions. Responsibilities include the overall management of the early childhood program and its operation, as well as facilitating, planning and coordinating of the children's educational programs and activities.

**Job Duties**

The Site Administrator is responsible for:

* **Curriculum Development**- Work with qualified teachers to develop an appropriate curriculum to ensure that it complies with state and federal requirements.
* **Facility Management-** Ensure that the center’s physical facility complies with local, state and federal laws and is a safe and an appropriate environment for children. The Site Administrator has knowledge of local, state and federal laws regarding safety requirements, inspection and certification procedures, and ensures that the center complies with these requirements. The Site Administrator will also evaluate and purchase equipment and supplies for the center under the approval of the Executive Director.
* **Staffing Management-** The Site Administrator manages the staff and volunteers, by interviewing candidates and making recommendations to the ED for a second interview, ensuring that each staff member stays up to date with their continuing education courses for each year (required by the state), managing disciplinary processes, managing all daily attendance such as the clock in/out, and authorizes all work schedules and activities.
* **Parental Communication and Involvement-** Serves as the 'face' of the center, managing communication with parents and the community. The Site Administrator develops rules/regulation for the center and communicates them to parents. The Site Administrator will meet often with parents of prospective students to determine whether the center is a good fit for the family.
* **Financial Responsibilities-** The Site Administrator is responsible for the financial management of the center. Will be responsible for developing budget, monthly cash flow monitoring, and making recommendations to the Executive Director if necessary. Will be required to submit monthly reports, weekly parent fees report, and timesheets to the Fiscal Officer. In collaboration with the Executive Director develops the marketing plan for the center, attends community outreach events and meetings, and develops public relations and advertising as necessary.
* **All other duties as assigned**

**Qualifications:**

* BA in Early Childhood Education or Elementary Education **is a must**; MA in Early Childhood or related field is desired
* License and CDA required; early childhood education experience necessary
* Minimum 5 years of experience as ECE teacher at least 1 year in a supervisory capacity
* Extensive program planning and curriculum development skills
* Knowledge of Starting Point regulations
* Demonstrates leadership qualities and supervisory skills
* Ability to establish sound educational programming
* Understating of fiscal and budgetary management
* Computer skills (Microsoft Word, Excel, PowerPoint) and willingness to learn how to use new databases, online reporting and grant portals, etc.
* Experience with private and public funding requirements
* Bilingual English/Spanish is preferred
* Must be able to pass local and federal background checks

**How to Apply:**

Please submit your resume and a cover letter via email to: [ramonitav@spanishamerican.org](mailto:ramonitav@spanishamerican.org) or via fax (216) 961-9468.

**Position will remain open until filled**

Little Footsteps Bilingual Child Enrichment Center is operated by the Spanish American Committee for a Better Community, a registered 501c3 nonprofit agency that provides over 6,000 services to disadvantaged individuals and families annually.

Over the years, SAC has developed an effective multi-service model that enables our staff to create and provide opportunities that lead thousands of low-income individuals and families to stability and self-sufficiency each year. Through three core programs, clients have access to family support and childcare services, financial literacy education and training, housing counseling and education, employment and job placement services, immigration and other legal services, and adult education opportunities such as English as a Second Language (ESL) classes and the only Spanish-language GED program in Ohio. This approach ensures that our clients’ needs are met in one place, making the success that they seek more accessible than ever.

Little Footsteps offers preschool, before-and-after school, and summer childcare options for children ages 2.5 to 12 and generates income for the organization by accepting county childcare vouchers and regular fees.

**Equal Opportunity Employer-Smoke-free and Drug-free Workplace**