



JOB DESCRIPTION

TITLE: Assistant Center Program Manager

DEPT: Early Learning Center

REPORTS TO: Center Program Manager

FLSA: Non-Exempt

SALARY: \$41,600- \$50,000

POSITION SUMMARY:

The Assistant Center Program Manager plays a vital role in supporting the mission of the Early Learning Center (ELC) by working closely with the Center Program Manager to design, implement, evaluate, and enforce culturally and developmentally appropriate programs for every child. In the absence of the Center Program Manager, the Assistant Center Program Manager will step in to ensure the smooth and effective operation of the center, upholding all program policies and licensing regulations.

This position requires a caring and supportive leader who can foster a positive and inclusive environment for children, families, and staff. The Assistant Center Program Manager must be able to de-escalate challenging situations with empathy and professionalism, guiding both staff and families through difficult moments. With strong interpersonal skills and a human-centered approach, the Assistant Center Program Manager ensures that the center remains a welcoming, safe, and nurturing space for everyone involved.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The statements in this job description are intended to describe the general nature and level of work required by this position at this time. However, it is not an all-inclusive list. Heritage University retains the discretion to add to or change the duties of this position at any time.

DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learn and use operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Handles confidential information with tact, discretion and in compliance with FERPA regulations.
4. Demonstrates abilities to work effectively in a culturally diverse environment with excellent verbal and written communication.
5. Maintains a strong working relationship with the university's management, teaching teams and provides supervision, guidance and training to students, teaching staff and volunteers.

6. Conducts performance evaluation for teaching staff according to HU's policies and procedures.
7. Works with classroom staff to set goals and develops different methods to improve classroom operations
8. Supervise, recruit, hire, training, and evaluation of program staff, to assure the ELC has a qualified and professional staff that meets all state and local requirements.
9. Supervise all ECEAP staff, implementing ECEAP performance standards. Direct supervision of Family Support Specialist, responsible for aiding families and ECEAP staff, and supporting ECEAP deadlines.
10. Perform as a team leader and develop team-thinking skills that include reflective thinking and critical evaluation to ensure compliance.
11. Assists in the monitoring of all licensing requirements and recommends a plan of action to ensure requirements are met; consults with ELC Center Manager prior to implementing corrective actions.
12. Ensures required paperwork and reports are submitted in a timely manner; reviews children's files to make sure all required documents have been obtained.
13. Ensures that food service operations adhere to established guidelines, including compliance with nutritional standards for all meals served. Consistently follows CACFP (Child and Adult Care Food Program) requirements and accurately completes all necessary monthly documentation for program compliance.
14. Maintain center inventory of supplies
15. Monitors the centers environment and proactively takes actions to ensure the center is clean and is presentable to clients.
16. Maintain a respectful and calm tone when communicating with families, students, and staff, ensuring all interactions are conducted in a professional and courteous manner.
17. Actively de-escalate situations and provide support in finding constructive solutions, fostering a positive and collaborative environment.
18. In the absence of the Center Program Manager, the Assistant Center Program Manager assumes leadership responsibilities. During such times, an alternative schedule may be implemented as needed.
19. In cases of staff shortages, alternative work hours must be implemented to ensure Center ratios and appropriate classroom coverage are maintained.
20. Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Knowledge:** A minimum of an associate degree in Early Childhood Education (ECE) or a closely related field is required for this position. A bachelor's degree is preferred, particularly in human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to the job's responsibilities. Candidates must have at least two years of experience in an early childhood setting. First Aid and CPR Certification is required and must be obtained within 30 days of hire.
- **Skills:** Effective verbal, written and listening communication skills with individuals and groups. Bilingual preferred (English/Spanish).
- **Abilities:** Ability to exercise independent judgment and discretion to create a safe and supportive learning environment. Demonstrated skills in problem-solving and conflict resolution. Basic proficiency with various technology and computer programs, including Microsoft Outlook, Word, Excel, and PowerPoint. Ability to design, implement, and evaluate student learning experiences. Competence in organizing student activities. Ability to implement positive discipline and effective classroom management strategies. Ability to work collaboratively as a member of a team. Reliable transportation and a willingness to travel as needed. Physical ability to lift to fifty pounds.

BENEFIT PACKAGE *(benefit eligible is at least .75 FTE):*

- Health Benefits - medical, dental, and vision
- No-cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- List of References *(names, addresses & phone numbers of 3-5 current professional references)*.
- HU Employment Application LINK: [HU Application](#)

Review of applications will begin immediately and will continue until the position is filled. Position is subject to funding.

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University
Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.