

## HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4483

### EARLY CHILDHOOD PROGRAM MANAGER

**Abolished Effective June 1, 2005**

#### BASIC FUNCTION

Manage an early childhood program. Plan, organize, implement, coordinate, and control services of the program. Exercise independent judgment and decision-making authority as delegated.

#### DISTINGUISHING CHARACTERISTICS

With delegated authority, have responsibility for planning, organizing, executing, controlling and evaluating activities, subfunctions and functions of an organization including budget, policies, procedures and staff supervision.

Under general direction, manage the early childhood program in conformance with institutional regulations and Washington State Day Care Licensing Provisions. Responsibilities include the overall management of an early childhood program and its operation. Facilitate planning and coordination of the children's educational programs and activities.

#### TYPICAL WORK

Develop and implement program operating policies and activities as required; develop cost estimates for future program needs;

Formulate the annual early childhood program budget and expend funds according to institution and state guidelines;

Provide in-service training and evaluate child care staff;

Prepare and maintain administrative and business reports and records of the early childhood program;

Ensure that the early childhood program and staff conform to federal, state, and local rules, regulations, and licensing requirements;

Oversee recruiting and scheduling children for the early childhood program; maintain accurate records on children enrolled in the program to include their development, attendance, immunization and general health; assist with quarterly program registration, maintaining appropriate files and waiting lists; process late registrations;

Prepare billing reports on early childhood program usage;

Confer with parents on a regular basis to discuss the development of enrolled children; direct the organization of and follow-up of special activities such as swimming programs, long distance field trips, films, etc.

Maintain public relations with parents, prospective clients, university or college or community colleagues;

Order and maintain child care supplies and equipment;

May record all fee payments and prepare billing for late payments and follow-up actions when necessary; may review income/expense, statistical, and budget status reports to develop and maintain awareness of financial status of program; may analyze problems in these areas and make recommendations to resolve them or take corrective action;

May develop grant or contract proposals; may conduct fund raising activities;

May direct placement of students working in early childhood program as practicum; may direct placement of volunteers; may direct placement of students completing college class assignments involving the early childhood program;

May assist early childhood program teachers, Early Childhood Specialists and/or Aides in preparing for and presenting early childhood program and activities;

May conduct marketing campaigns;

May oversee implementation of United States Department of Agriculture (USDA) child care food program;

May oversee accreditation processes or other self- or program-improvement activities;

Perform duties of Early Childhood Program Specialists;

Perform related duties as required.

### MINIMUM QUALIFICATIONS

Forty five college credit hours in early childhood development/education/special education AND four years of supervisory and/or administrative experience working in a group setting with children of the ages enrolled in the program OR equivalent education/experience.

New Class: 11-13-75  
Revise Class/Title: 8-5-88