

**Job Title:** Childcare Services Manager / Center Manager  
**Department:** Strategic Initiatives – Business / Workforce  
**Reports To:** Planning and Evaluation Director / Education and Training Director  
**FLSA Status:** Non-Exempt  
**Salary:** \$ 35,525 - \$40,587 (based on experience and education) STEP3

**FUNDING NOTICE: This a grant funded position that will end on or around June 30, 2026.**

**COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.**

**WORKING CONDITIONS AND SCHEDULE: This position will require frequent travel to the Middle Peninsula Regional Security Center and family support to clients living in Essex, King and Queen, King William, Matthews, Middlesex, Newport News, Hampton, and Suffolk. This position is designed as essential. The coach must have reliable transportation and the ability to work day, evening, and weekend assignments as needed.**

#### **SUMMARY**

The Childcare Services Manager is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational programming of each classroom. The manager will be responsible for recruitment, professional development and meeting all licensing regulations to operate. This position must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating environment where children are actively engaged and encouraged to succeed. The Manager must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns. The manager may perform social work and may assist families in achieving self-sufficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties within the scope of this position may be assigned.

- Follow all licensing guidelines and agency standards to ensure the daily care of every child.
- Accurately observe, assess, and plan for children, as well as effectively communicate with families.
- Complete extensive training that provides insight on child care and development topics.
- Implement an agency-approved curriculum while creating fun, interactive learning experiences.
- Manage enrollment, tuition payments, and childcare subsidy requirements.
- Be accountable for the operation of the program, ensuring that program is operating in accordance with company and state licensing standards.
- Be responsible for ensuring an educational, caring, and safe environment for the children and parents.
- Recruit, select and retain quality staff.
- Prepares and maintains confidential case records and files; documents all interactions with clients by entering data into EmpowOR Client Management System.

- Prepares and completes various forms, reports, correspondence, case records, client activity reports, service plans, assessment instruments, needs assessments, purchase orders, invoices, applications, funding reports, charts, or other documents.
- Maintains confidentiality of department issues and documentation.
- Operates a motor vehicle to conduct work activities.
- Performs other related duties as required.

### **SUPERVISORY RESPONSIBILITIES**

Childcare Specialist and other staff as assigned.

### **SAFETY RESPONSIBILITIES**

In addition to complying with the guidelines for all associates:

Comply with all Federal, State and Local regulatory standards and procedures.

Ensure that all associates are trained in HRCAP's Safety Policies, Rules and Regulations; trained for the jobs they will be performing; trained for the equipment they will be using; and understand the potential safety hazards in their work area.

Ensure that applicable personal protective equipment is available, in proper operating condition, and used for each job performed.

### **INFORMATION PRIVACY AND SECURITY**

This associate may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

### **EDUCATION and/or EXPERIENCE**

- Must be at least 21 years of age.
- Must have previous management experience at least 1 year of experience working in a licensed childcare facility.
- Must meet state requirements for education and additional center/school requirements.
- Must clear full background check and must pass health screening.
- Bachelor's Degree in early childhood education or related field of study with a minimum of 30 Credits in ECE. **Master's Degree preferred.**
- The ability to meet state requirements for education and additional center requirements.
- Able to work indoors or outdoors and engage in physical activity with children.
- Experience with child development assessments and creating evaluation reports.
- Must possess experience working with TANF and VIEW families.
- Expertise in MS Office-Excel, PowerPoint, and Word
- Must possess and maintain a valid Virginia driver's license
- Criminal record check, driving record and credit report required for employment

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Current state driver’s license, proof of current auto insurance coverage, satisfactory driving record and working vehicle required.
- MAT Training Certificate
- Infant/child CPR/ First Aide Certification
- Food Handlers Certificate
- Virginia Preservice Training
- Virginia Health & Safety Training

**PHYSICAL DEMANDS**

Frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.

**LIMITED**  
A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.

**RECEIPT OF JOB DESCRIPTION**

I have received, reviewed, and understood the PH3 Coach/Case Manager job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluation check-in periods: 90-day probation, December 2023, March 2023, June 2023, September 2023. (No guarantee of any additional financial compensation just an opportunity to discuss job performance)