

**WE ARE HIRING!**

**Our Learning Community– “Nothing without Joy!”**

At Epiphany Early Learning, we are a caring community of children, families and educators who draw inspiration from the schools of Reggio Emilia, Italy, and who keep our values at the heart of every aspect of our practice with children and families. As a preschool serving children 18 months-5 years, we hold the following values at the core of our work:

* Relationship at the Center. We believe in growing empathy and understanding between children, teachers and the community; teaching children to work collaboratively with other individuals; and helping children build a strong and meaningful relationship with the natural world. In all of these arenas, children and adults co-construct knowledge and build curriculum together.
* Children as Capable and Deserving of Respect**.**  We hold an image of the child as strong and competent. We trust each child in our care to be an active participant in his or her own educational experience.
* Learning Through Play.  We believe that children have the right to learn within a context of exploration and play and we do everything we can to protect what we see as the essential elements of childhood - long stretches of uninterrupted time, open-ended materials, real and meaningful work, and plenty of time in the natural world- all explored through play.
* Social Justice.  We value cultural relevancy and anti-bias learning and believe that it is essential to continue our own individual and collective professional development as an organization committed to undoing institutionalized racism.
* Teachers as Researchers.  Teachers are life-long learners and valued resources. Children, families and the field as a whole, benefit when teachers are given regular opportunities to continue to grow professionally and contribute to the field in turn.



**We are hiring! Join Our Community!**

**Job Opening for Operations Manager**

**Available 7/16/18**

Are you seeking an administrative position in a preschool setting? Are you passionate about early childhood education and eager to learn more about how to lead a school anchored in a set of values? Do you want to be a part of a Reggio-inspired early learning program that is committed to social justice work, and cultural relevancy and anti-bias education in children’s programming? If the answer is yes, we may have the position for you!

**Position Description**

The Operations Manager is the Director’s right hand, working as part of a team dedicated to providing a joyful work environment where a diverse group of children, staff, and families thrive and grow. The Operations Manager is responsible for administrative functions associated with the operation of the Preschool, including but not limited to:

Communication and Relationship Management Responsibilities

Epiphany Early Learning is a non-sectarian program situated on Epiphany Church’s beautiful campus. We have four classrooms in two of the buildings on campus so the Operations Manager regularly interacts with individuals from our program as well as from the church and surrounding community.

* Interact as a warm, welcoming, professional member of the organization
* Live each day with a “How can I help?” approach
* Maintain appropriate professional relationships with director, teachers and staff, families, board members, and church staff
* Communicate effectively and respectfully with all members of the community
* Maintain confidentiality of school records and administrative information.

Office Administrative Duties

* Answer the phone
* Respond to staff needs
* Filing, record keeping
* Technology support
* Monitor inventories and order office supplies, janitorial supplies, classroom materials, and first aid supplies.
* Produce monthly sign-in sheets and meal counts and distribute to classrooms

File management for teachers and children

* Annual “welcome packet” review, editing, and distribution
* Enrollment paperwork for newly enrolling children
* Maintain children’s files
* Maintain staff files
* Ensure staff are up to date on all certifications

Support the director with staff scheduling and emergent staffing needs

* Prepare each week’s schedule
* Problem solve last minute, day-of staffing concerns

USDA Child and Adult Care Food Program

* Compile monthly reports
* Participate in annual study month
* Work with main office on annual audit

Safety preparedness

* Schedule and record fire drills, earthquake drills, lock down, and shelter-in-place drills
* Assist director and preschool staff in complying with state and local government licensing standards and regulations

Tuition billing and collection

* Run monthly billing
* Collect check payments and deposit in bank
* Run aging reports and follow up on outstanding balances
* Bill DSHS for families on subsidy
* Enter all payments into Procare accounting program and create billing reports
* Send billing reports and related documentation to main office
* Submit approved invoices/bills to the main office for payment

Reconciling monthly credit card receipts

* Reconcile receipts for Director’s and Operation Manager’s credit cards
* Submit receipts to main office by due date

Board meeting prep and support

* Order and set up food for meetings
* Prepare and print handouts/materials for the meeting
* Set up the meeting space
* Take notes at the meeting
* Take the lead on relevant agenda items during the meeting
* Help clean up after meeting

Staff meeting prep and support

* Order and set up food for meetings
* Set up the meeting space
* Print sign in sheet, agenda, and other handouts for the meeting
* Help clean up
* Enter training from the professional development portion of the meetings into MERIT for all staff

General Event Set Up

* Plan for and set up events such as new parent orientations, parent meetings, family potlucks and celebrations, etc.
* Arrange the spaces being used
* Help set up food
* Help with clean up

Pedagogy Meeting Support

* Attend weekly pedagogical leaders’ meetings
* Take notes
* Distribute notes and follow up items after meetings

Fundraising

* Plan and execute, with the Advisory Board and Fundraising Committee, our two major fundraising events: an annual fund drive and an auction
* Maintain databases
* Generate mailings
* Create fundraising reports
* Track donations
* Send thank you letters

Skills, Knowledge, and Attributes

* A declared passion for children and a willingness to help provide quality early learning experiences for young children to promote their overall developmental well-being
* A warm and welcoming personality, comfortable with a diverse school population of children, staff, and families
* Able to review and prioritize a demanding workload while being flexible and responsive to emergent/unplanned interruptions and situations
* Self-starter- able to work independently and maintain professional boundaries and confidentiality
* Relationship Management Skills - ability to communicate effectively with various constituencies associated with the Preschool with a team player mentality
* Creative Problem Solving - able to look creatively at problems and opportunities with a fresh perspective and suggest paths to success
* Interpersonal Communication Skills – ability to clarify concerns, manage differences, give balanced feedback, and deal effectively with conflict
* Organizational and Time Management Skills – ability to set priorities, focus on the most important, meet tight deadlines, and multi-task when needed
* Computer proficiency with Gmail and all Google Drive apps (Docs, Sheets, Slides, Calendar, Groups and sharing settings) and Microsoft Suite software (Word, Excel, PowerPoint, and Mail Merge)
* Physical ability – able to lift up to 45 lbs.

**Hours and Schedule**

This is a benefits eligible position.

30-35 hours/week; Monday-Friday 11:30 a.m. - 5:45 p.m.

**Qualifications**

The most competitive candidates will have:

* at least three years working in a licensed early learning program
* a bachelor’s degree in early learning, human development, or a related field
* experience working in an office environment and/or in a customer service capacity
* computer proficiency with Gmail and Google Drive apps (Docs, Sheets, Slides, Calendar, Groups and sharing settings) and Microsoft Suite software (Word, Excel, PowerPoint, and Mail Merge)

**Compensation**

Epiphany Early Learning aims to provide a work-life balance that values family, health, and engaging practice. Our staff are supported in their ongoing professional development in a thriving, joyful community of colleagues.

Starting salary range is commensurate with experience and education. We offer an excellent benefits package including health/dental/optical insurance, three weeks of vacation in the first year, Metro Orca bus pass, paid sick leave, short-term disability, extensive on-site professional development opportunities and a matching retirement plan.

Please send resume and cover letter to the attention of:

Julie Bisson, Director

Epiphany Early Learning Preschool

1805 38th Avenue

Seattle WA 98122

[juliebisson@epiphanyearlylearning.org](mailto:juliebisson@epiphanyearlylearning.org)