



# Storyteller

CHILDREN'S CENTER

Programs: Toddler, Preschool

**JOB TITLE:** ECE Program Manager  
**LOCATION:** State Street & De La Vina  
**REPORTS TO:** Executive Director  
**LEVEL:** Exempt, Salary Position

**ABOUT US** Storyteller Children's Center is a therapeutic preschool that provides high-quality early childhood education for homeless and at-risk children in Santa Barbara County, as well as comprehensive support services for their families. We operate two fully licensed early childhood education centers, and serve over 100 children and their families ages 18 months - 5 years from Santa Barbara County annually. We support families through providing services/resources for their critical needs, such as food, medical and dental screenings, and developmental and behavioral health therapy. We offer a rigorous parental engagement and education program. Our programs are based on a cultural and clinical framework that is trauma-informed and strength-based. Our goals are to instill Kindergarten Readiness in our students, reduce vulnerabilities and promote protective factors in children, caregivers, teachers, and our community. We focus on positive social and emotional outcomes for our students, providing culturally and developmentally appropriate learning environments, supporting and improving the skills of parents to maximize optimal child development, and strengthening the family and community to build resiliency and empower families.

**POSITION SUMMARY** Storyteller Children's Center provides high-quality, trauma-informed care to children of Santa Barbara County. We receive funding from Head Start and the California Department of Education. All of our children receive subsidies for their tuition. We are seeking a passionate ECE Program Manager committed to serving low-income, minority, and children with disabilities. The ideal candidate is a team builder who can inspire, support and train our teachers. He or she works collaboratively across our entire agency to support all the families in our community.

## JOB DUTIES

1. Leads the growth and vision of our children's center.
2. Envision and execute a staff professional development plan to nurture education and growth at all levels of our organization.
3. Monitor continuous quality improvement.
4. Communicates with Executive Director on significant matters of concern such as health and safety of children, parents, staff or self.
5. Interview and hire staff to support a growing, vibrant center.
6. Ensure facility health standards are met by monitoring the cleaning and disinfecting of bathrooms, diaper changing area, floors, carpets, furniture, and toys.

7. Coordinate special projects, parent education, events, and recruitment efforts.
8. Management of scheduling, supervision, program evaluation, licensing, hiring.
9. Assist in classrooms when staffing needed, rearranging staffing/ merging classrooms as necessary to maintain mandated Title 22 and Title V ratios.
10. Support parent engagement strategy, practicing regular communication with parents.
11. Lead CDE program evaluation by: supporting teachers with DRDP assessments; assisting teachers in preparation of portfolios and observations of children; conducting Environmental Rating Scale evaluations; and help analyze data from rating scales & parent surveys to prepare program action plans.
12. Supervise volunteers; assign tasks.
13. Provide excellent customer service, answer parent questions & concerns.
14. Work collaboratively and collectively with other agencies.
15. Appropriately address program criticism and emergencies, informing the Executive Director of concerns as needed.
16. Communicate program information with parents via email, phone and/or in person.
17. Maintain good relations with community partners and outside agencies.
18. Attend in-service and local child development trainings.
19. Lead weekly teacher team meetings at both sites, as well as monthly parent meetings.
20. Maintain confidentiality in all items related to children or personnel.

### **CORE COMPETENCIES**

- Mission/Vision-Focused: Catalyze others' commitment to our vision of a community where all children are loved, valued and respected and all families are supported to reach their highest potential. This drives their performance and professional motivations.
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Collaborator: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results-Driven: Dedicated to shared and measurable goals for the common good;
- Ethical: Understands his/her role in growing and protecting the reputation of the organization. Upholds our highest values of integrity, honesty and transparency.

### **GENERAL REQUIREMENTS**

- Must pass the DOJ/FBI/Child Abuse Index fingerprint process.
  - Must pass a pre-employment physical examination and tuberculosis clearance.
  - Show verification for the Measles, Mumps and Rubella (MMR) and the Diphtheria, Tetanus and Pertussis (DTaP) vaccinations.
  - Minimum 5 years administrative experience.
  - Proficiency in Microsoft Office, Gmail, Google Docs and Sheets, Google Calendar, and Zoom.
- Must possess ability to navigate online portals used for reporting purposes, as well as knowledge using copiers, scanners and technology required in a management position.
- Must be available outside of program hours to respond to calls/emails regarding last minute schedule changes, unplanned absences or other urgent work related matters. On occasion, available for evening or weekend events.

- Possess the ability to work independently with a strong level of organizational skills.
- Possess excellent interpersonal communication skills and ability to work with clients, staff, parents and volunteers.
- Possess strong writing and speaking skills. (bilingual preferred) [Spanish/English]
- Demonstrates leadership at a professional level.
- Experience working with children with disabilities is desirable.

### **EDUCATION, LICENSES AND CERTIFICATES**

- The ideal candidate will have a BA or higher.
- Hold or obtain a Child Development Program Director Permit as specified by CA Title V on the Child Development Permit Matrix. **Employee is responsible for maintaining the permit.**
- Hold or obtain a valid Pediatric First Aid and Pediatric CPR card and update as required. (Fees will be paid for)
- Hold a valid California Driver's License.

**SALARY** 65-70k dependent upon experience. This is an exempt position. Benefits after 30 days include: health, dental and vision insurance, sick/vacation accrual, paid holidays and 401k retirement plan.

**TO APPLY** Please submit a cover letter and current resume to [susan@storytellercenter.org](mailto:susan@storytellercenter.org).

**EQUAL OPPORTUNITY EMPLOYER** Storyteller Children's Center is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.