

**Child Start, Inc.**  
**Job Description**

*The job characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Job Title:** Rise Vallejo Site Manager

**Program:** Non-Head Start

**Supervisor:** Child Start Executive Director

**Supervises:** Program Navigator, Facility/Maintenance Staff

**Revised:** May 12, 2025

**FLSA Status:** Exempt

**Salary:** \$89,440 (annual)

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**GENERAL SUMMARY:**

Serves as the face of leadership for the Rise Vallejo Early Learning Center. Provides coordination, training, technical assistance, and support to licensed early care and education providers at Rise Vallejo. Coordinates program-wide early learning activities and events focused on continuous quality improvement. Oversees special projects, ensuring all programs and events are focused on positive child and family outcomes and increased public awareness of the benefits of investing in high-quality early learning programs. Has oversight of the health and safety of the entire facility, managing "code enforcement" regulations to ensure health and safety compliance. Manages contracts with licensed early care and education providers and early learning professionals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Facilitates program-wide collaboration among early learning professionals, completing special projects, coordinating efforts, and problem-solving systemic barriers to families' access to quality early care and education settings.
- In collaboration with early learning partners and site concierge, conducts community outreach and marketing to build community understanding and support for safe, affordable, high-quality childcare.
- Coordinates training and support materials for the purpose of providing meaningful professional learning related to quality early learning practices.
- Recognizes and addresses the diverse needs of families and the early care and education workforce, ensuring equity and culturally responsive practices.
- Assists with recruitment, hiring, training, assignment, and supervision of assigned personnel and early learning professionals.
- Monitors data collection and data entry.
- Manages contracts and schedules with early care and education providers. Facilitates contracts with partner agencies to provide additional services to enrolled families and providers.
- Coordinates schedules for maintenance events and common use areas, including playgrounds.
- Reads, interprets, applies, and explains relevant rules, regulations, policies, and procedures. Creates, reviews, and revises site policies and procedures with the Early Learning Leadership Team.
- Monitors operational budgets, expenditures, site-based program measures, grant deliverables, and contracts as appropriate.

- Establishes and maintains clear communication and cooperative working relationships with local, state, and regional administrators.
- Provides leadership as an integral member of the Rise Vallejo Leadership Team.
- Plans activities and events that support and are consistent with the mutually aligned goals of the Rise Vallejo Leadership Team.
- Remains current with trends supporting inclusive early care and education by attending professional learning sessions, networking, reading journals/papers, participating in professional associations, and communities of practice
- Leads an advisory council made up of enrolled parents, providers, and partners to help inform decision-making

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Education and Experience**

- Bachelor's degree in early learning or related field required AND any combination of the following:
  - Higher education supplemented by coursework in early learning, professional learning, grant facilitation and implementation, supervision and coaching of early learning programs, and data-driven decision making.
  - Three years' experience in early learning leadership or supervision.
  - Expertise with supporting quality early learning practices and the needs of diverse learners.
- Demonstrates knowledge of the following:
  - Principles of leadership, collaboration, and support.
  - Effective presentation and facilitation methods and organization.
  - Contract development and management.
  - Budget development and management.
  - California Child Care Licensing regulations.

### **Other Requirements**

- Valid CA driver's license.
- Ability to pass criminal record clearance.
- Clear TB test and statement of good health from a doctor are required as a condition of employment.
- Ability to provide proof of immunization against measles, pertussis, and influenza.
- Mandated reporting of any suspected child abuse as required by state law.

### **MARGINAL DUTIES**

- Ability to develop positive working relationships with staff, parents, volunteers, and community partners.
- Must be committed to a high standard of safety and be willing and able to comply with employer safety policies.
- Must maintain regular and acceptable attendance in compliance with the agency's attendance policy.
- Ability to use technology such as computers and web-interface programs such as Microsoft 365.