



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's Kids Town Preschool focuses on the whole child, recognizing there are very many components that build the foundation to becoming a successful and happy person. Our program shares a philosophy of respect for other cultures, a sense of community involvement and an appreciation for nature. We believe in striving towards excellence as well as cultivating a lifelong love of learning.

We have been serving our diverse community for more than 45 years, and if you're passionate about creating change within our community, one family at a time, we'd like to meet you.

Preschool Office Manager (Full-time, Non-exempt)

Unit: Kids Town

Reports To: Kids Town Director

Positions Available: 1

Posting Date: 10/17/2023

Salary: \$20.00- 22.00 hourly DOE

Summary: Under the direction of the Kids Town Director, the Office Manager is responsible for providing Center support, conducting data tracking and management, and providing family support. Performance is reviewed on a continuous basis with specific goals and objectives identified throughout the year. This is a full-time, non-exempt position, working 40 hours a week.

Duties / Responsibilities

- **Provide Center support by:**
 - Following up with partners and vendors to ensure delivery of services.
 - Working with the Facility Manager to ensure full inventory of Center supplies.
 - Assisting with Center communications and scheduling meetings, trainings, and events.
 - Providing support for outreach and enrollment including creating collateral materials for marketing.
 - Participating in and providing support for intern and volunteer management.
 - Assisting with center site audits and preparation of center reporting.
 - Providing classroom support as needed.
- **Conduct Data Tracking and Management by:**
 - Maintaining and completing children's records accurately as required by law, licensing policies, and administrative regulations.
 - Developing familiarity with DRDP and ECERS assessments: Title 22 and Title 5 regulations, NAEYC standards, CACFP requirements.
 - Facilitate timely collection and entry of data related to all Center reports.
 - Monitoring data regularly to ensure compliance with program standards.
 - Ensuring compliance with confidentiality standards, parental consent, and necessary authorization to release information.
 - Collaborating with KYCC's CRPE unit to ensure that unit and agency goals are documented on an ongoing basis.
- **Provide Family support by:**
 - Conducting intakes for families enrolling children in the Center.
 - Maintaining a family chart with a service coordination plan and progress notes.
 - Making all appropriate referrals for services including but not limited for mental health, health and social services.
 - Developing and maintaining a network of services provider resources.



- **Attend relevant meetings, trainings, events and activities.**
 - Attend staff/ unit meetings.
 - Attend agency meetings.
 - Attend professional development trainings, conferences, workshops and seminars in order to maintain and improve professional competence as assigned by the supervisor.
- **Perform other related duties as assigned by the Kids Town Director.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- At least 60 semesters (or 90 quarters) of General Education college units.
- A minimum of two (2) years of experience in providing administrative experience.
- Pass a Live Scan fingerprinting clearance, a physical examination, provide proof of the following immunization: TDAP, MMR, Flu, full COVID-19 vaccination and a negative results from a TB test.
- Experience providing services to immigrant families.
- Ability to establish rapport with and respect for children and their parents.
- Experience providing services to immigrant families, working with diverse cultures, and multicultural communities.
- Ability to organize and prepare documentation in a timely manner.
- Strong organizational, written and communication skills; and the ability to provide attention to detail.
- Ability to work collaboratively with others and a willingness to participate fully in the team process.
- Self-directed and has the ability to work independently as required.
- Proof of eligibility to work in the United States.
- Certification in CPR (Child & Adult) and First Aid training.
- Physical Requirements:
 - a. Must be able to lift a child who weighs up to 40 lbs.;
 - b. Must be able to hear a child calling for help;
 - c. Must be able to see a child on the playground.

Preferred Qualifications:

- Bilingual capacity (Korean/ English or Spanish/ English).
- Bachelor's degree in Child Development, Early Childhood Education, or a related field.

SUBMIT AN APPLICATION