



Posting Date: June, 2020

Position: Assistant Manager

Department: Early Learning Center

Hours per Week: Full-Time

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time Assistant Manager in the Early Learning Center located in Milwaukee, WI. Alverno College health, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

Responsible for coordination of all early childhood education, programs, and supports teachers regarding curriculum and children's behavior. In collaboration with the Manager, maintain a quality early childhood program that meets licensing and national accreditation, as well as Young Star standing. In addition, essential duties are:

- Carries out supervisory responsibilities in accordance with the College's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training employees. Planning, assigning, and directing work of student employees. Addressing complaints and resolving problems among teaching staff and student employees. Assist with staff scheduling. In absence of Manager, supervision of teaching staff.
- Complete student employee payroll. Staff payroll if Manager is out.
- Schedule and plan activities for children and parents throughout the year. Organize and implement center fundraisers. Observe/evaluate staff members and ensure that their units maintain the proper staff-to-child ratios.
- Register and schedule children and maintain children records.
- Maintain Food Program, which includes ordering of supplies, and production of snack menu.
- Assist in planning and implementing mandatory staff workshops/meeting. Maintain staff continuing education records.
- Support families and staff with resources in child development and community support.



- Demonstrate competency, good judgment, and self-control in the presence of the children and when performing assigned responsibilities.
- Ensure that suspicion of child abuse/neglect is reported to Child Protective Services to ensure the safety and well-being of all children cared for at the College.

Qualifications

- At least 3 years of experience working in an accredited early childhood program is preferred. Administrative experience preferred.
- Knowledge of State of Wisconsin childcare licensing laws and National Accreditation standards. Experience in completing the process of national accreditation is preferred.
- Current member of the Wisconsin Registry, or membership within three months of hire.
- Demonstrated interest in Montessori education.
- Current CPR and first aid certification and willingness to become a Heart Saver CPR and first aid instructor.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

Education

- A minimum of an Associate Degree in early childhood education or child development/family studies.

How to Apply

Apply on-line at <http://www.alverno.edu/jobs>

Please attach your cover letter, resume, and list of references to the on-line application

Alverno College is an Equal Opportunity Employer and committed to workplace diversity