

# Area Manager

**Application Deadline: August 28, 2020 by 4:30 p.m.**

Colusa County Office of Education is recruiting for an Area Manager who can oversee the activities of the designated area and assure effective program operation and child development quality; supervise and evaluate the performance of assigned personnel.

## **CURRENT ASSIGNMENT LOCATION:**

Colusa Children's Center

## **SALARY:**

\$25.46 - \$34.12 per hour

## **HOURS/DAYS:**

7.5 hours per day, 220 days per year

## **BENEFITS:**

Partially paid medical, dental and vision benefits; paid sick leave; CalSTRS retirement

## **EDUCATION & EXPERIENCE:**

- Baccalaureate or advanced degree in Early Childhood Education with early education teaching experience, or a baccalaureate or advanced degree and equivalent coursework in Early Childhood Education with early education teaching experience
- Site Supervisor's Permit or a Program Director's Permit.

## **LICENSES & REQUIREMENTS:**

- Valid Infant/Child/Adult CPR and First Aid Certificate
- Valid Child Development Site Supervisor or Program Director permit
- The successful candidate will be required to provide DOJ fingerprint clearance, TB test clearance, a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer

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*Colusa County Office of Education (CCOE) participates in E-Verify.  
To view the Notice of E-Verify Participation and  
the Right to Work posters, please visit the  
Employment Opportunities section of the CCOE website.*

*Nondiscrimination in Employment, Programs and Services &  
Drug, Alcohol, and Tobacco-Free Workplace.*



## **Colusa County Office of Education**

Human Resources  
345 5th Street, Suite A  
Colusa, CA 95932  
(530) 458-0350  
hr@ccoe.net

## **APPLICATION PROCEDURE**

Interested candidates must apply  
online at [www.edjoin.org](http://www.edjoin.org)

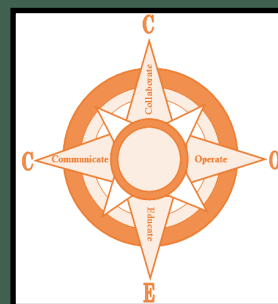
## **REQUIRED APPLICATION MATERIALS**

A complete application packet will  
include:

- Resume
- Letter of Interest
- Two Professional Letters of Recommendation dated within the last 12 months
- Permit Copy
- Unofficial Transcripts

*All employment applications and  
supplemental documents must be  
submitted through EdJoin.*

*Incomplete application packets will  
not be considered.*



## COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

### REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):

Oversee the activities of the designated area and assure effective program operations. **E**  
Supervise and evaluate the performance of assigned personnel; make recommendations regarding salary increases, promotions, disciplinary action, reassignments or terminations of assigned employees; organize advertisement, selection and interviewing processes. **E**  
Serve as child development leader to assure quality planning and implementation of the programs. **E**  
Monitor the efforts of staff to provide effective child development education. **E**  
Monitor attendance and enrollment documentation and follow-up as needed. **E**  
Monitor files and documentation systems. **E**  
Organize and prepare mandated and required Federal and State program reviews. **E**  
Maintain Adult/Child ratio and assure compliance with State licensing standards and requirements. **E**  
Assist with meetings for staff, parents, case studies, etc. **E**  
Oversee the preparation and maintenance of various reports; prepare and maintain a variety of records, reports and files related to children, families and area activities. **E**  
Attend meetings and communicate with County Office departments, district personnel and outside organizations to coordinate activities, resolve issues and concerns, and exchange information. **E**  
Work with city, county and State government agencies to support public relations and continued operation of the Center. **E**  
Maintain training materials as needed. **E**  
Operate a variety of office equipment to perform assigned duties. **E**  
Visit center sites regularly to maintain communication and clear direction with staff. **E**  
Serve on intradepartmental management teams as necessary.  
Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

Diverse cultures  
Family Child Care and Child Care Center licensing regulations  
Health and safety regulations  
Principles and practices of supervision and training  
Record-keeping techniques  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Laws, rules and regulations related to assigned activities  
Interpersonal skills using tact, patience and courtesy  
Child Care Food Program  
Computer hardware and software programs

#### ABILITY TO:

Oversee the activities of the designated area and assure effective program operations  
Supervise and evaluate the performance of assigned personnel  
Coordinate effective child development education and child care food nutrition programs  
Prepare and maintain a variety of records, files and reports  
Establish and maintain cooperative and effective working relationships with others  
Prioritize and schedule work  
Work independently with little direction  
Observe health and safety regulations  
Communicate effectively both orally and in writing  
Maintain confidentiality of personnel, student and family issues  
Lift and carry objects weighing up to 40 pounds  
Operate a variety of office equipment to perform assigned duties  
Operate a computer to complete reports and maintain data  
Operate a vehicle to conduct work

### WORKING CONDITIONS:

#### ENVIRONMENT:

Office  
Child development sites  
Constant interruptions  
Constant noise

#### PHYSICAL ABILITIES:

Bending at the waist, squatting and kneeling  
Seeing to observe children in daily activities  
Hearing and speaking to exchange information on the telephone or in person  
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds  
Sitting or standing for extended periods of time  
Reaching overhead, above the shoulders and horizontally to retrieve or store materials  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Drive a vehicle to conduct work