

**Assistant Center Manager - Head Start/West Boone
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=262176>

Downloaded On: Sep. 9, 2025 12:10am

Posted Sep. 8, 2025, set to expire Sep. 14, 2025

Job Title Assistant Center Manager - Head Start/West Boone
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Sep. 8, 2025

Application Deadline 09/14/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Child and Social Services

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Job Description

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Assistant Center Manager - Head Start/West Boone

Community Colleges of Spokane

Location:HS West Boone Center Spokane

Department:District HS West Boone

Salary Range: \$67,462 - \$76,262

Starting salary for this position is: \$67,462 (Annually)

The salary range represents the earning potential for this position, through training, evaluations

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and years spent working in this position with Spokane Colleges.

About Us

Spokane Colleges Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families. and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of eligible students while they attend college.

Applications will be accepted until 4:00 p.m. PST on 09/14/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Assistant Center Manager - Head Start/West Boone

JOB SUMMARY

Under the direction of the Center Manager at Sisters Haven, the Assistant Center Manager is responsible for supporting the operations of HS/EHS services operated by Spokane Colleges at the West Boone Center.

This position is responsible for center compliance with federal laws and regulations, Head Start Performance Standards, Washington State Law, Washington Administrative Code, policies and guidelines from the federally mandated Parent Policy Council and policies/procedures and guidelines established by Spokane Colleges.

DUTIES AND RESPONSIBILITIES

- Manage the day-to-day Head Start/EHS childcare operations at the West Boone Center to ensure comprehensive full day licensed care and services for children and families. *
- Responsible for the implementation and continuation of customer friendly and quality services provided at the site, fulfill program operating policies, activities and educational curriculum as required. Ensure program and staff conform to federal, state and local rules, regulations, and

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Washington State licensing requirements. *

- Maintain full site enrollment at all times by developing and implementing a site recruitment plan and providing oversight of staff with recruitment and enrollment duties. *
- Ensure site compliance with state and federal laws, including the state quality improvement rating system and HS performance standards through consultation with Component Specialists and Senior Managers. Implement program policies and procedures to meet state and federal requirements. *
- Supervise full and part-time employees, work-study and practicum students (train, schedule, evaluate, discipline and respond to grievances). Adhere to classified contracts and all district rules and regulations ensuring efficient operations of West Boone Center. *
 - Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *
 - Orient, schedule and monitor work tasks for staff, site volunteers and work-study/practicum students. *
- Recruit, mentor, support and engage parents as they participate in both site and program advocacy and governance. Ensure site parent representation on the HS/EHS Policy Council. Ensure the flow of information from the HS/EHS Policy Council to the site Parent Committee. Attend Policy Council meetings. *
- Conduct daily rounds through HS/EHS licensed classrooms. Provide office support, staff breaks and/or classroom staff support when needed. Respond to the Operational Services Manager regarding client complaints, health and safety and licensing issues, and other client issues as needed ensuring responses and/or actions are appropriately taken. *
- Schedule and conduct monthly building fire drills and evacuation drills in partnership with Spokane Colleges Facilities. Coordinate site monitoring and compliance tasks, including playground and health and safety checklists. *
- Responsible for the maintenance and oversight of assigned budgets. *
 - Project site funding needs for staffing, programs, services, equipment, etc. informing the Operational Services Manager of future needs.
 - Plan and maintain part-time hourly employee tracking and projections.
 - Monitor projections monthly to ensure work hours remain within Spokane Colleges conditions. Provide oversight of site in-kind collection.
 - Participate in program-wide budget planning as needed.
 - Manage submission of semimonthly payroll reporting for full-time classified staff, part-time hourly staff, Spokane Colleges work-study students and community volunteers to meet required deadlines. *
- Prepare and submit monthly site reports. Assist with program planning and self-assessment and

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- participate in evaluation activities for the program. *
- Participate in marketing and other relevant activities that promote program enrollment/attendance. *
- Participate in essential meetings and trainings. *
- Represent Spokane Colleges in the involvement and communication with community agencies as related to assigned duties. Work collaboratively with other Spokane Colleges departments and Catholic Charities of Eastern Washington. *
- Team with Center Managers and Component Specialists to coordinate and integrate systems, operations and services promoting consistency across the program. *
- Establish and maintain collaborative relationships within the community; represent and promote HS/EHS at community events and committees, as assigned. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

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MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration or Management, Human Services, Early Childhood Education or related area from an accredited institution.
- Two years experience in program management or supervision, including employee training.
- Knowledge of early childhood education and family support services.
- An understanding of Washington State childcare licensing regulations.
- Demonstrated leadership ability.
- An understanding of HS/EHS performance standards, policies and procedures.
- Experience working in a group setting with children of all ages enrolled in the program or equivalent education/experience.
- Ability to implement assigned programs.
- Ability to communicate effectively in written and verbally.
- Excellent interpersonal communication skills and conflict resolution skills.
- Must be able to multi-task in a fast-paced environment.
- Ability to use computer software related to an office environment.

DESIRED QUALIFICATIONS

- Three years experience in program supervision.
- Two years' experience working with children from birth to five years of age.
- Previous experience with low-income families.
- 18 college quarter credits (or 12 semester credits) completed in Early Childhood Education; and 20 hours of Washington State STARS/Merit training.
- MERIT training.

PHYSICAL REQUIREMENTS

- Work is equally performed in an indoor temperature-controlled office environment, and outdoor uncontrolled elements.
- Work is active in nature.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.
- Occasional kneeling, stooping, crouching, crawling, and climbing.
- Frequent repetitive hand/wrist motions and finger manipulation.

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- Requires communication ability necessary to understand instructions and recognize hazardous, unsafe or poisonous materials and/or products.
- Occasional exposure to fumes, dust, odors and/or biohazards.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally.

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Post-Offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-Employment Post Offer criminal history/child abuse information check including Washington State Department of Children, Youth and Families Portable Background Check prior to employment.
- First aid/CPR certification (or ability to obtain when training is offered by Spokane Colleges).
- Valid Food Workers Card (as available through Washington State Department of Health).
- May require local or regional travel.
- Documentation of educational/professional credentials.
- Criminal background check is required.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability

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insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or

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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/assistant-center-manager-head-start-west-boone-spokane-washington-united-states-627f96ef-9a8f-41b0-a6d7-846a16dd689c>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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