

**Head Start/Early Head Start Center Manager - West  
Central Community Center (WCCC)  
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259906>

Downloaded On: Jul. 17, 2025 9:09pm

Posted Jul. 17, 2025, set to expire Jul. 30, 2025

<b>Job Title</b>	Head Start/Early Head Start Center Manager - West Central Community Center (WCCC)
<b>Department</b>	District HS West Center CC
<b>Institution</b>	Community Colleges of Spokane Spokane, Washington
<b>Date Posted</b>	Jul. 17, 2025
<b>Application Deadline</b>	08/01/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other Education
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6384810">https://apptrkr.com/6384810</a>
<b>Apply By Email</b>	

**Job Description**

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**Head Start/Early Head Start Center Manager - West Central Community Center (WCCC)**

**Community Colleges of Spokane**

**Location:**HS West Central Comm Ctr Spokane

**Department:**District HS West Central CC

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**Salary Range: \$71,375 - \$80,683**

**Starting salary for this position is: \$71,375 (Annually)**

**The salary range represents the earning potential for this position, through training, evaluations 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 08/01/2025. 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 Head Start/Early Head Start Center Manager**

### **JOB SUMMARY**

Under the guidance of the Director of Operations, the Center Manager is responsible for the Head Start/Early Head Start program operations at assigned locations, ensuring the program's mission to provide comprehensive early childhood, social, and health services to eligible children and families. This position is accountable for compliance with federal laws and regulations, Head Start Performance Standards, Washington State Law, policies and guidelines from the federally mandated parent Policy Council, and policies/procedures established by the Spokane Colleges.

### **DUTIES AND RESPONSIBILITIES**

- Oversight of the day-to-day operations assigned Head Start/Early Head Start site(s) that provides programs and services to eligible children and families in Spokane County. Responsible for the

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implementation and continuation of trauma informed, customer friendly, and high quality services provided at the site(s) mandated by Head Start and Early Head Start program Federal Performance Standards, e.g., medical and dental, nutrition and food, education and child development, social services, mental health, multi-lingual, special education, parent involvement, disability and other support services that support the well-being of the enrolled children and families. \*

- Maintain full site enrollment at all times through 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 Head Start performance standards through consultation with Component Specialists and Senior Managers. Implement program policies and procedures in order to meet state and federal requirements. \*
- Establish and maintain a positive emotional site climate using a collaborative approach to accomplish program work. Model the highest standard of professional ethics, establish supportive relationships with all program participants, and oversee center communication systems and procedures. \*
- Supervise (train, schedule, evaluate, discipline and respond to grievances) classified, hourly, work-study, and volunteer employees. Adhere to classified contracts, district rules and regulations, and federal performance standards ensuring efficient operations of the site. \*
- Ensure assigned staff adhere to acceptable behavior and performance standards. Demonstrate that assigned staff are informed how behavior and performance will be assessed, receive timely and accurate feedback regarding performance, and ensure any observed performance and behavioral concerns are corrected promptly. \*
- Maintain and oversee assigned budgets. Work with Director of Accounting and Budgets regarding site fiscal management. Review estimates and approve expenditures following the Spokane Colleges Delegation of Contracting Authority' procedures ensuring fiscal responsibility of the budget/monies. Project site funding needs for staffing, programs, services, equipment, and etc. informing the Director of Operations of future needs. Plan and maintain part-time hourly employee tracking and projections. Monitor projections on a monthly basis 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 student volunteers and community volunteers to meet required deadlines. \*
- Recruit, mentor, support and engage parents as they participate in both site and program advocacy and governance. Ensure site parent representation on the Head Start/Early Head Start Policy Council. Ensure the flow of information from the HS/EHS Policy Council to the site Parent Committee. Attend Policy Council meetings. \*

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- Respond to client complaints, health and safety issues, and other client issues as needed ensuring appropriate responses and/or actions are taken. Utilize and communicate with the Building Manager and/or Campus Security office regarding building safety/security issues. \*
- Prepare required site reports and provide information to the Director of Operations to be used in HS/EHS's comprehensive reports. \*
- Schedule and conduct monthly building fire drills and evacuation drills in partnership with the building manager. Coordinate site monitoring and compliance tasks, including playground and health and safety checklists. \*
- Participate in Site(s) faculty meetings and building activities as the HS/EHS program representative, as requested. \*
- Work in partnership with the Building Manager, Facilities and the Spokane Colleges Foundation to identify, request and coordinate needed facility repair and maintenance needs. \*
- Work in coordination with area public school districts to develop and implement plans for transition of children and their families to the public school system. \*
- Coordinate with the Head Start Nutrition Specialist and site staff for the provision of nutrition/food services for children with special diets. \*
- Plan and coordinate with Center Managers and Component Specialists to integrate systems, operations, and services which promote and ensure consistency of service delivery within the program. \*
- Establish and maintain collaborative relationships within site(s) and community, as well as site marketing and recruitment. \*
- Participate in program-wide planning as appropriate. \*
- Provide guidance and support for HS/EHS committees and Spokane Colleges committees as requested. \*
- Manage other Head Start/Early Head Start sites as requested. \*
- Stay informed by attending all necessary training, meetings, and reading all written program updates. \*
- 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

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- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Persuades
- Courage
- Instills Trust
- Self-Development
- Nimble Learning

Learn more about [our competencies](#).

## MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration or Management, Human Services, Early Childhood Education or related area.
- Three years experience in program management or supervision.
- An understanding of Head Start/Early Head Start performance standards, policies and procedures.
- An understanding of Washington State childcare licensing regulations.
- Knowledge of early childhood education and family support services.
- Ability to maintain respectful relations with diverse children, families, staff, and community.
- Ability to manage budgets, contracts, and grants.
- Ability to effectively supervise employees.
- Ability to collect and interpret data for reports and to project trends.
- Ability to communicate effectively, both orally and in writing with individuals and groups.
- Ability to implement and follow policies and procedures.
- Effective interpersonal skills, including the ability to demonstrate tact and diplomacy.
- Ability to set priorities and meet deadlines.
- Ability to use computer software related to an office environment.

## DESIRED QUALIFICATIONS

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- Master's degree or higher in Public Administration or Management, Human Services, Early Childhood Education, or related area.
- Five or more years experience in program management or supervision.
- 18 college quarter credits (or 12 semester credits) completed in Early Childhood Education; and 20 hours of Washington State STARS/Merit training
- Management experience in Head Start/ECEAP/EHS.
- Effective communication and conflict resolution skills at all levels to include parents, center staff, students, campus and community.

**PHYSICAL REQUIREMENTS**

- Work is equally performed in an office environment, and outdoors in uncontrolled elements.
- Work is active.
- Work directly with students/clients.
- 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 offered by Spokane Colleges).
- Valid Food Workers Card (as available through Washington State Department of Health).
- May require local or regional travel.

*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*

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*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 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](mailto: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,*



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*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 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/head-start-early-head-start-center-manager-west-central-community-center-wccc-spokane-washington-united-states>**

## **Contact Information**

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

### **Contact**

District HS West Center CC

Community Colleges of Spokane

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