



Parkview
Early Learning Center

NEW Job Description: Operations Supervisor

Parkview Early Learning Center

Pay: \$24.00 per hour

Schedule: Full-time, Monday to Friday (12-month, 40 hours per week)

Reports To: Director – Katia Jasmin

Position Summary

The Operations Supervisor is responsible for overseeing the daily operations of classrooms at Parkview Early Learning Center. This role ensures staff scheduling, break coverage, and planning time are coordinated efficiently and that classrooms maintain compliance with applicable licensing requirements and Parkview policies.

The Operations Supervisor serves as a communication hub between classroom staff and the Director, supports staff onboarding and development, and promotes consistency in regulatory practices and team expectations.

This position is expected to meet the qualifications and credentials applicable to an Assistant Director in a Washington State licensed child care center.

Responsibilities

1. Staff Scheduling and Daily Coordination

- Create and adjust staff schedules to ensure appropriate coverage throughout the center.
- Coordinate daily break and lunch coverage for teachers.
- Ensure classrooms receive planning periods without disruption to required staff-to-child ratios.
- Communicate daily assignments and schedule changes clearly with team members.
- Monitor staffing throughout the day and respond to call-outs, absences, or changing classroom needs.

2. Regulatory Compliance Monitoring

- In collaboration with the Health & Safety Supervisor, conduct walk-throughs and spot checks to ensure classrooms are aligned with Washington Administrative Code (WAC), DCYF licensing requirements, and Parkview policies.
- Support classrooms in maintaining required documentation and program compliance.
- Monitor staff-to-child ratios and other daily licensing requirements.
- Identify and report compliance concerns to the Director promptly.
- Support staff in understanding and consistently applying licensing requirements.

3. Internal Communication and Staff Support

- Serve as the first point of contact for teachers regarding break coverage, daily changes, or minor scheduling conflicts.
- Collect and communicate staff call-outs, delays, and coverage needs directly to the Director.
- Maintain professional and confidential communication between staff and leadership.



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- Help communicate operational expectations consistently across classrooms.
- Escalate staffing, licensing, safety, personnel, or operational concerns to the Director as appropriate.

4. Training, Onboarding and Staff Development

- Support onboarding of new hires, floaters, and substitute staff.
- Familiarize new staff with classroom expectations, scheduling systems, licensing requirements, and Parkview policies.
- Support staff in completing required training and maintaining applicable professional development requirements.
- Provide mentorship, observation, and one-on-one guidance as requested by leadership.
- Support consistent implementation of Parkview's expectations across classrooms.

5. Problem Solving and Operational Support

- Respond to operational and scheduling challenges promptly and calmly.
- Manage unexpected coverage needs and staff reassignments while maintaining required ratios.
- Provide on-site operational leadership when immediate decisions or support are needed.
- Collaborate with the Director to identify and resolve recurring operational concerns.
- Assist in maintaining a safe, consistent, and supportive environment for children, families, and staff.

Required Skills and Qualifications

Candidates must meet or be eligible to meet Washington State DCYF qualifications applicable to a **Center Assistant Director** under WAC 110-300.

Education and Experience

- Must be at least 18 years of age.
- Must meet Washington State's education requirements for a Center Assistant Director, including a **Washington State ECE State Certificate (47 credits) or DCYF-approved equivalent**, within the timeframe permitted by current DCYF requirements.
- Minimum of **two years of experience as a teacher of children in an early learning setting OR two years of experience in administration or management**, or otherwise meet an applicable DCYF-approved qualification plan.
- Early childhood education and licensed child care center experience strongly preferred.
- Experience providing staff supervision, coordination, mentoring, or leadership strongly preferred.

Licensing and Professional Requirements

- Must meet applicable DCYF pre-service and employment requirements.
- Must be eligible for and maintain a cleared Washington State child care background check.
- Must complete or maintain required training applicable to the position, including:



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- Child Care Basics
- CPR and First Aid
- Bloodborne Pathogens
- Food Worker Card, when applicable
- Safe Sleep training, when applicable
- Enhancing Quality of Early Learning (EQEL)
- Required annual in-service training
- Leadership Practices training
- Other DCYF-required training applicable to the position
- Must maintain required qualifications, training, and professional development documentation in MERIT.
- Working knowledge of **WAC 110-300 and Washington State DCYF child care licensing requirements** is required.
- Must be able to recognize potential licensing or compliance concerns and appropriately communicate and address them with leadership.

Skills

- Strong understanding of early childhood education and developmentally appropriate practices.
- Strong organizational, scheduling, and time-management skills.
- Ability to understand and maintain required classroom ratios and staffing requirements.
- Ability to remain calm, flexible, and solution-focused during staffing or operational challenges.
- Strong communication skills across classroom staff, leadership, families, and community partners.
- Ability to provide clear direction and constructive staff support.
- Ability to maintain professionalism and confidentiality.
- Ability to balance staff support with accountability and consistent expectations.
- Demonstrated ability to work effectively with children, families, and staff from diverse racial, cultural, linguistic, socioeconomic, and family backgrounds.
- Team-oriented leadership style and ability to work collaboratively with the Director and other supervisors.

Working Conditions

- On-site, in-person role requiring high mobility between classrooms.
- Must be able to lift up to 30 lbs., respond to emergencies quickly, and assist with classroom transitions or staffing as needed.
- Must be able to move between classrooms throughout the day and provide direct operational support when necessary.



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Benefits

- Health, Dental, and Vision Insurance
- \$100/month Self-Care and Savings Fund
- Paid professional development opportunities
- Monthly catered staff meals
- DEI-informed workplace culture
- Opportunities to lead programming and build community relationships
- A supportive, family-centered environment that values staff expertise

Acknowledgment

I have read and understand the responsibilities and expectations of the Operations Supervisor position at Parkview Early Learning Center. I understand that this position requires maintaining applicable Washington State DCYF qualifications, training, and professional development requirements. I agree to fulfill the duties outlined in this job description to the best of my ability.

Signature: _____ **Date:** _____

Name/Title: _____