



Position: Infant and Toddler Program Manager

Hours: 25-30 hours per week, 3-4 days per week (with option for up to 40 hours/week with classroom teaching time if desired), year round.

Pay Range: \$21-24 per hour, dependent on experience and qualifications

Benefits: 3% retirement matching program, paid time off, paid vacation after 6 months of hire, \$750 annual health stipend, 50% discount on your child/ren's enrollment at Little Star.

Summary of Position:

The Infant/Toddler Program Manager assists with staff support and scheduling, student and family support, and program and curriculum development for the 2 Infant Classrooms and 3 Toddler Classrooms at Little Star's Twisp and Winthrop campuses. The Infant/Toddler Program Manager is part of the administration team and reports to the Early Childhood Program Director and the Executive Director.

General Duties:

- Infant/Toddler Staff Management
 - Maintains staff schedule, point person for initial needs/changes
 - Assists with Infant/Toddler teacher hiring
 - Manages scheduling for classroom volunteers
 - Manages substitute teacher needs (in coordination with the Program and Operations Manager). As needed, steps into the classroom to support subbing needs.
- Assists with meeting with individual teachers at least twice per year to give and receive feedback and set classroom goals.
- Ensures Infant and Toddler staff are up to date on all required and recommended trainings and professional development opportunities.
- When needed, steps into the classroom to support teachers when children display challenging behaviors.
- Assists with developing student classroom placement plan for school year and summer programming, and facilitates transitions for families and teachers between programs.
- Support teachers and families through the process of obtaining additional outside services when student screening indicates a need.
- Supports implementation of developmentally appropriate curriculum throughout the year in partnership with teachers.
- Manages Infant/Toddler Enrichment Programming (in coordination with the EC Program Director).
- Supports teachers with family communication, including conference preparation and delivery, and bi-weekly classroom emails.
- Helps plan and prepare meaningful in-service training in partnership with the admin team and teachers.
- Researches training that supports the needs of specific staff or teams as needed.



- Helps plan family events based on needs and interests of families.
- Assists with ensuring that programming aligns with Early Achievers requirements and passes inspections.
- Assists with ensuring programming complies with DCYF licensing requirements and passes inspections.

Required Qualifications & Skills

- Strong interpersonal and communication skills with other staff members, parents/guardians and teachers.
- Nurturing, calm, kind and respectful, with an open attitude towards all children and families.
- Is creative, flexible, loving and patient.
- 3+ years experience working in early childhood education, ideally in a licensed facility that supports infants and toddlers.

Desired Qualifications & Skills

- Administrative and/or staff management experience
- Experience supporting children with special/complex needs.
- Training or certification in Positive Discipline.
- Familiarity with the Washington state Early Achievers program
- Familiarity with Washington state early learning facility licensing requirements.
- Associate's or Bachelor's Degree in Early Childhood Development, Education, or related field (carrying at least 25 ECE credits at hire), or Montessori certification from a MACTE-accredited institution. The ideal candidate will create a professional development plan to reach 47 ECE credits by 8/1/26 per state licensing requirements. Ongoing education can be accessed at no cost through Little Star's participation in the Early Achievers program.

To apply, please submit a resume and cover letter to brad@littlestarschool.org.