

**Memorandum of Understanding
Between
Small Faces Child Development Center
And
Service Employees International Union Local 925 (SEIU Local 925)**

Retroactive to June 1, 2023, and moving forward, employees will receive a wage increase of \$2.25 per hour. This wage increase replaces the previously bargained \$0.50 increase scheduled to go into effect on September 1, 2023. Additionally, starting wages for new hires will be increase by \$2.00 per hour and the wage ladder will be adjusted accordingly. See updated wage ladder attached for details.

Johnny Otto 6/30/23
Johnny Otto, Small Faces Date

Abby Wolk 6/30/23
Abby Wolk, SEIU Local 925 Date



Chris 6/30/23
3T 6/30/23

**Memorandum of Understanding
Between
Small Faces Child Development Center
And
Service Employees International Union Local 925 (SEIU Local 925)**

In June of 2023 a new position will be added to the bargaining unit. The position of Operations Coordinator will be added to the collective bargaining agreement (CBA) currently in effect. The attached job description will be added as an appendix to the CBA. The position will be added to the wage ladder with a base wage of \$31.85 per hour.

 6/30/23
Johnny Otto, Small Faces Date

 6/30/23
Abby Wolk, SEIU Local 925 Date

 6/30/23
 6/30/23

Appendix VI - Small Faces Wage Ladder

2023

Increase June 1, 2023	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
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Starting Hourly Wages for New Hires

Year	Lead	Associate	Assistant/Aide/Substitute	Mentor Teacher	Operations Coordinator
Sep. 2023	\$25.00	\$23.00	\$22.00	\$26.00	\$31.85

Lead roles include: Lead Teacher, Kitchen Supervisor, Facilities Manager, Office Manager
 Associate roles include: Associate Teacher, Kitchen Assistant

Experience in Field*	\$0.20 per year up to 20 years
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Education	12 credits ECE, ECE Initial certificate, CDA, 45 credits	20 credits ECE, ECE short certificate or equivalent, AA in unrelated field, 90 credits	AA in ECE, 47 credits ECE, ECE state certificate or equivalent, BA in unrelated field	BA in ECE, 120 credits 60 in ECE or MA in unrelated field	MA/MS in ECE or Child Development
Add	\$0.25	\$0.50	\$1.00	\$1.25	\$2.00

Wage Increases after Hire

Education	12 credits ECE, ECE Initial certificate, CDA, 45 credits	20 credits ECE, ECE short certificate or equivalent	AA in ECE, 47 credits ECE, ECE state certificate or equivalent	BA in ECE	MA/MS in ECE or Child Development
Add	\$0.25	\$0.25	\$0.50	\$0.25	\$0.75

Milestones	Initial 30 hours STARS	each year on the anniversary of hire
Add	\$0.25	\$0.35

*Prior experience is defined in the following way:

- Directly related years of experience calculated at 1:1 ratio:
 - Experience in a licensed child care
 - Experience in a licensed family home center
 - For after school: teaching at an elementary school
- Somewhat related to child care, experience calculated at 1:½ ratio:
 - Summer camp counselor
 - Theater, enrichment classes, or art camps or lessons
 - Volunteer experience
 - Behavioral or Occupational child therapy
 - Other child care not in a licensed child care program

JOB DESCRIPTION: Operations Coordinator

Summary:

The Operations Coordinator is responsible for maintaining the enrollment, scheduling, rental, billing, and other operations of the child care center. The Operations Coordinator maintains the center waitlist, gives prospective families tours and coordinates the enrollment of new children and billing for child care services. The Operations Coordinator also creates and maintains faculty schedules and oversees the assigning of teachers to cover the daily coverage needs in the classrooms.

Small Faces employees are creative, dependable, organized and enthusiastic individuals responsible for planning and implementing a quality program. Employees have excellent communication skills with children, staff and families. Employees are dedicated to creating a learning experience for children rooted in the principals of Purposeful Play and Social Justice as outlined in Small Faces' Mission and Values.

- Hourly, full time
- \$28-\$35 per hour based on experience and education

Immediate Supervisor:

Program Supervisor

Qualifications:

Education:

- Minimum: Highschool Diploma/GED
- Preferred: BA or Masters in Early Childhood Education and/or Business

Experience:

- Minimum: Three years experience working in a school, child care or non-profit setting coordinating business functions that include communication with clients and organization of operating needs related to staff and clients. One year experience working in an Early Learning and/or After School program either as a teacher or administrative role.
- Preferred: Five years experience with the above. Familiarity with ProCare, LegUp, Google Workgroup apps, Microsoft Office suite.
- Working with a larger organization is a plus (for example, an organization with 50+ employees or more than 100 clients)

Other Qualifications:

- Complies with all requirements for child care providers from DCYF, including, but not limited to, CPR/First Aid training, a clear portable background check, TB test, etc, (see WAC 110-300-0105 and 110-300-0106)
- Dependable, able to arrive on time each day

- Friendly, collaborative, and enthusiastic
- Self-directed
- Commitment to sustaining a culturally diverse work environment and fighting bias
- Ability to communicate effectively and relate sensitively to adults and children from diverse ethnic and socio-economic groups, both verbally and in writing
- Knowledge of play based and emergent curriculums
- Comfortable stepping into classrooms as needed to supplement coverage
- Comfortable answering phones, redirecting calls and relaying phone messages

Essential Functions:

Enrollment

- Give tours to prospective families, presenting the center and it's philosophy and practices in a manner that encourages families to enroll
- Manage waitlist for new enrollment
- Assign children to classrooms, balancing parent scheduling needs with classroom size limits, teacher schedules and tuition income goals of the center
- Coordinate with administration on screening and enrollment process that identifies children who may need individualized care plans
- Create tracking spreadsheets and other tools to track/predict attendance
- Research and coordinate buses for Seattle Public Schools
- Maintain up to date bus lists for attendance tracking
- File immunization records with State
- Create effective communication processes and procedures.
- Respond to parent email requests about enrollment, scheduling and school policies
- Support coordination between outside organizations and classroom/admin: such as Seattle Public Schools, Ballard Pool, King County Metro, etc. to ensure smooth transitions for children away from the center
- Attend and participate in two 2-hour summer orientations for new parents

Family Records

- Ensure that families have all required paperwork on file before child's first day
- Follow up with families on any missing information, changes in information
- Data enter all information about children and their families into our tracking and billing system
- Provide information to classrooms about newly enrolled children and their families
- Provide information to the food program regarding special diets
- Maintain the organization of child files to meet DCYF requirements, including filing completed Ouch, Head Injury and other documentation into child files.

Billing

- Maintain billing program with up to date information about family tuition and rental rates
- Run monthly billing and monitor collection of payments owed

- Coordinate with families to properly note and coordinate alternate payment plans
- Maintain accounting records for new family deposits
- Communicate and coordinate with organizations who supplement child care tuition

Employee Schedules

- Create schedules for classroom teachers that provide for in-ratio coverage at all times
- Ensure center compliance for all legal requirements and applicable portions of the Collective Bargaining Agreement when creating teacher schedules
- Incorporate classroom team meetings, all staff meetings and planning times into the daily schedule.

Substitute Coordination

- Coordinate classroom coverage daily to support successful classrooms and at minimum maintain child/teacher ratios
- Maintain faculty vacation calendar noting planned substitute coverage
- Coordinate with administration to support classroom needs that may impact coverage considerations

Facilities rentals

- Coordinate with prospective renters to rent available space in the center
- Monitor the filing of needed paperwork for rental agreements
- Maintain rental calendar to ensure that spaces are rented efficiently and without double bookings

Supplies

- Update classroom supply budget totals
- Maintain shared office supply list and order items as needed

Other duties as assigned