

# CENTRAL SCHOOL DISTRICT

**Job Title:** Child Care Manager

**Occupational Group:** Child Care

**Reports to:** Director of Child Care

**Pay Range:** 25

**Date of Board Approval:** 7/18/2021

**Work Year:** 10 months

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## **DEFINITION**

Under minimal supervision, create, organize, and direct a child care program and environment favorable to learning and personal growth of multiple age groups of students; perform clerical and administrative duties; provide direction to other child care staff in the planning of activities and coordination of staff; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or equivalent, including or supplemented by coursework or training in child growth and development, recreation, administration, staff relations or a closely related field.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice and FBI clearance.
- Valid California driver's license and a safe driving record.

### **Desired Qualifications:**

- Associate degree.
- A minimum of 12 units in Early Childhood Education and /or Child and Youth Development.

### **Experience:**

- Three years of experience and/or training related to childcare.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Theory and practice of early childhood education; operation of an extended day childcare program; basic concepts of child growth and development; interpersonal and group dynamics; student behavior management strategies and techniques for a variety of student needs; proper English usage, punctuation, spelling and grammar; basic mathematical concepts; children's games; craft activities; basic library skills; modern office practices, procedures and equipment; record keeping; principles of supervision and training.

#### **Ability to:**

Maintain equipment and facilities efficiently; budget time, money, and supplies effectively; provide for the health, safety, and psychological needs of children with a variety of needs; create and supervise learning activities; direct routine activities; establish and maintain communication and cooperative relationships with those contacted in the course of the workday including staff, children and parents; exercise good judgment in dealing with sensitive interpersonal matters; establish and maintain clerical financial records using appropriate software programs; communicate effectively, both orally and in writing; provide positive customer service; and ability to problem solve, be flexible and adjust assignments on short notice.

## **Child Care Manager**

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**ESSENTIAL & REPRESENTATIVE DUTIES** – No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties.

1. Coordinate and maintain a suitable learning program in accordance with district guidelines. E
2. Maintain budget, enrollment, attendance and accounting records. E
3. Accept and process contracts, contract changes and tuition payments. E
4. Provide an appropriate climate that promotes acceptable pupil behavior, attitudes and social skills. E
5. Communicate orally and in writing to parents, students and staff. E
6. Coordinate, schedule, and monitor the work of assistants and volunteers. E
7. Requisition and purchase necessary materials, food and equipment. E
8. Maintain a safe, clean and healthy learning environment. E
9. Assist students with homework and various school activities. E
10. Plan and coordinate activities with childcare, school site and district staff. E
11. Administer first aid/CPR and medications as needed. E
12. Utilize positive strategies and progressive techniques in the management of student behavior. E
13. Supervise and monitor students both inside and outside of classroom. E
14. Arrange for substitutes. E
15. Schedule and conduct individual parent meetings as needed. E
16. Promptly complete and remain compliant with mandated trainings.
17. Report, respond and assist with emergency and safety issues and concerns.
18. Maintain consistent punctual and regular attendance.

### **WORKING CONDITIONS**

Indoor and outdoor environment; outdoor environment subject to extreme weather conditions; employee may be exposed to constant interruptions; communicable disease, blood borne pathogens exposure and anti-social/hostile behavior.

### **PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate equipment; standing and walking extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40lbs; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

### **PROFESSIONAL EXPECTATIONS:**

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.