

CENTRAL SCHOOL DISTRICT

Job Title: Child Care Office Manager

Occupational Group: Clerical

Reports to: Director of Child Care

Pay Range: 27

Date of Board Approval: 7/18/2021

Work Year: 12 Months

DEFINITION

Under minimal supervision, perform a wide variety of complex and confidential secretarial functions in the management of a childcare program; carry out diverse responsibilities independently or with the assistance of clerical personnel; and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- High school diploma or equivalent, including or supplemented by two years of responsible clerical experience involving public contact and basic accounting experience.
- Must obtain within six (6) months of employment first aid certification including CPR training and keep both current.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date
- Valid California Driver's license and safe driving record.

Experience:

- Two years of clerical experience including public contact and basic accounting experience.

Knowledge and Abilities:

Knowledge of:

Principles, procedures, methods, techniques and operations of an office; modern office practices and equipment; record-keeping techniques; health and safety regulations; proper English usage, spelling, grammar and punctuation; reading and writing communications skills; school district organization, operations and objectives; applicable sections of the State Education Codes, Board Policy, and Administrative Regulations; mandated procedures for reporting child abuse; knowledge of basic accounting procedures.

Ability to:

Make mathematical calculations; ability to type accurately and proficiently; compose letters using proper format, grammar and spelling; establish and maintain cooperative working relationships with those contacted in the course of the work day including staff, students and parents; exercise responsible judgment; work with discretion and maintain confidentiality; operate a variety of office equipment; meet schedules and time lines; perform duties effectively with constant interruptions; maintain records and prepare reports; schedule and plan clerical work without supervision; communicate effectively with district employees and public; provide positive customer service and ability to problem solve, be flexible and adjust assignments on short notice.

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. Serve as clerical support to the Director of Child Care. E
2. Provide training and guidance to staff as necessary. E
3. Provide information as necessary to parents, students, staff, visitors and vendors. E

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4. Type materials such as letters, memoranda, bulletins, reports, flyers and statistical data. E
5. Enroll, enroll and transfer students and maintain related and confidential records. E
6. Maintain records and submit reports as required by special programs or district policy. E
7. Coordinate timely processing of certificated and classified payroll information including completion and submission of time sheets to principal and payroll department. E
8. Maintain accurate records with respect to personnel. E
9. Prepare and maintain tuition records and reports as required. E
10. Schedule appointments as needed for the Director and maintain various child care calendars. E
11. Monitor budgets as required. E
12. Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventories. E
13. Arrange for substitutes for classified personnel. E
14. Administer first aid as needed. E
15. Operate/maintain a variety of office machines and equipment. E
16. Prepare staff and parent communications.
17. Screen and route mail
18. Collect fees; monitor and maintain family accounts
19. Generate receipts; prepare, post and deposit funds.
20. Submit work orders and tech requests.

WORKING CONDITIONS

Office environment, subject to constant interruptions; employees in this class spend prolonged periods of time at a computer; employee may be exposed to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for 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 40 lbs. 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.