

# CENTRAL SCHOOL DISTRICT

**Job Title:** Child Care Administrative Manager

**Occupational Group:** Management  
& Confidential

**Reports to:** Director of Child Care

**Work Year:** 12 months

**Date of Board Approval:** May 17, 2012

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## **DEFINITION**

Under the direct supervision of the Director of Child Care, the Child Care Administrative Manager is responsible for the overall management and supervision of the district-wide child care program; to plan, organize and coordinate the functions, operations and activities of the program; administer the child care budget; ensure program compliance with federal, state, county and district requirements; to supervise classified employees; to maintain a positive, safe and orderly child care program by enforcing school and district rules and policies; and to act as liaison to parents, community, staff and the District to solve problems, resolve conflicts and complete tasks.

## **QUALIFICATIONS**

### **Education/Certification:**

- Required: Three years of experience in providing child care to multi-age groups of students
- Must obtain within six months of employment CPR training and keep it current
- Valid California Driver's License and safe driving record

### **Experience:**

- Minimum of three years of experience working in a child care setting applying some of the skills outlined in this job description.

### **Desirable Requirements:**

- Two years of college or the equivalent/or formal administrative training.

### **Knowledge and Abilities:**

#### **Knowledge of:**

The basic functions and operations of a child care program; laws, codes and policies pertaining to child care; program budgets; child growth and development; student behavior management strategies; employee rights as they pertain to due process; supervision and evaluation techniques and the ability to apply them; safety procedures; effective ways of dealing with people on a variety of levels; basic office procedures; bookkeeping and/or accounting procedures; secretarial skills including computer skills; effective organizational strategies; principals of effective management.

#### **Ability to:**

Manage and direct a complex child care operation with multiple work locations; plan and organize a program for maximum efficiency utilizing sound business practices; interpret and implement legal mandates, rules, regulations, and general District policies as well as those policies pertaining to the child care program; develop and uphold procedures to insure compliance with standards of safety rules, regulations and practices; maintain accurate records; set up and maintain procedures and

## **Child Care Administrative Manager**

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practices of purchasing, accounting, and budgeting; plan, organize and direct work schedules; think and problem solve on the spot; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; establish and maintain cooperative relationships with staff, students, parents and the community; organize effectively and efficiently.

### **ESSENTIAL & REPRESENTATIVE DUTIES** – Duties may include, but are not limited to, the following:

1. Design, plan, and direct all activities at multiple child care sites. **E**
2. Report on a regular basis to the Director of Child Care. **E**
3. Assist, support and evaluate the child care personnel. **E**
4. Respond promptly to parent and/or community concerns and complaints. **E**
5. Develop with district staff, a system to integrate an educational support program into the child care program. **E**
6. Oversee accounting procedures of all income, expenditures, equipment and supplies. **E**
7. Represent the district at appropriate local and state meetings concerning child care programs. **E**
8. Ensure that child care sites are in compliance with all required health, safety and disaster preparedness regulations. **E**
9. Supervises child care program enrollment and collection of fees. **E**
10. Establish and maintain the program calendar, employee work schedules and special schedules. **E**
11. Maintain inventories and maintenance of program equipment, materials and supplies. **E**
12. Maintain a positive, safe environment for students by enforcing the school discipline plan. **E**
13. Maintain positive public relations with the community: businesses, parents and students to promote enrollment and communicate child care activities. **E**
14. Monitor the child care budget providing monthly and annual budget status reports. **E**
15. Monitor employee attendance. **E**
16. Schedule regular staff meetings and provide appropriate professional growth activities for staff. **E**
17. Provide for orientation of parents to child care policies and procedures. **E**
18. Communicate orally and in writing to parents, staff and students. **E**
19. Perform other duties as assigned. **E**

### **WORKING CONDITIONS**

Position requires bending, pushing, lifting (30 - 50 lb.), sitting, walking; office environment, subject to constant interruptions and contact with hostile or abusive individuals; position requires the ability to see, speak clearly and hear normal voice conversation; may be subject to driving to off-site locations; must be able to use a computer, telephone, drive a vehicle and work without direct guidance from a supervisor.

### **OTHER REQUIREMENTS**

Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier. Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.