

VISTA UNIFIED SCHOOL DISTRICT

SCHOOL AGE CHILD CARE PROGRAM MANAGER

DEFINITION

Under direction, to plan, organize, coordinate, and manage the operation of the District child care program; to plan, organize, coordinate, and manage the planning and implementation of a variety of play, craft, game, and special project activities in a before school, after school, and intersession child care program; to plan, organize, coordinate, and manage the operation, budget planning and expenditure processes; to plan, organize, monitor, audit, and evaluate child care program operational processes, and prepare management related reports; and to do other related work as required.

ESSENTIAL DUTIES

- Plan, organize and manage the recreation, craft, special project, and game activities in the District child care program.
- Recruit, monitor, evaluate, and train the center staff to ensure that a high quality program, and a safe environment are being pursued.
- Assign staff to the child care centers to ensure adequate site coverage.
- Plan, organize, coordinate, and manage the research pertaining to vendor supply sources, and professional training groups.
- Plan, organize, coordinate, and manage the conduct of special projects activities, including subject area activities, cook-outs, field trips and other high interest activities.
- Provide assistance to the program staff in the development of alternative solutions to program problems, concerns, and issues.
- Evaluate, review and approve the purchase of equipment, foodstuff, craft supplies and game materials needed in maintaining an active child care program.
- Monitor, audit, and inservice the program staff concerning positive behavior management, behavior modification, and behavior shaping techniques.
- Plan, organize, and manage the implementation of the participant enrollment process, and the collection and processing of participation fees.
- Plan, organize, and manage a fiscal record management system, and supervision of the data entry detail in an automated data management, storage and retrieval system.
- Monitor, audit, and evaluate the site cleaning and housekeeping functions in maintaining the facilities in a clean, safe and sanitary condition.
- Inspect, review, and evaluate game activity areas and equipment to ensure that the child care activities are conducted in a safe and non-hazardous environment.
- Plan, organize, and implement emergency and disaster preparedness guidelines and procedures.
- Administer first aid and seek assistance for serious illness or injury situations and dispense medication as prescribed by medical authority.
- Appraise staff performance and prepare evaluation reports.
- Plan, organize, coordinate, and manage the budget development and revenue forecasting process.
- Plan, organize, coordinate, and manage the program public relations process, including the preparation and distribution of news releases, news letters, and brochures.

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- Communicate with college and university groups, community groups, and District staff to promote the program and raise the level of understanding of the child care program goals and objectives.
- Prepare and maintain participant attendance records and staff service time reports, and forward them to the appropriate District operational units for processing.
- Plan, organize, and manage the implementation of health and safety practices and procedures.

QUALIFICATIONS

Knowledge of:

Principles, practices, and trends of child care and early childhood programs and operations;
Basic concepts of child behavior characteristics, and behavior management strategies and techniques;
Child care center operational strategies, management, organization, and supervision methods, procedures, and techniques;
Recreation games, craft, special project, and team sport activities;
Equipment, materials and supplies used in child care program activities;
Public relations contemporary methods, procedures, and techniques;
Legal mandates, regulations, and guidelines applicable to a school age child care program;
Health and safety methods, practices, and procedures.

Ability to:

Effectively and efficiently plan, organize, and manage a school age child care program;
Demonstrate an empathetic, patient, and understanding attitude with various levels of child care participants;
Assess and evaluate the program operation and performance of program staff;
Analyze problem situations and make rapid operational decisions;
Effectively plan, organize, and implement school age child care program activities;
Evaluate program staff performance, and provide motivation strategies to enhance staff improvement and productivity;
Communicate satisfactorily in oral and written form;
Understand and carry out oral and written directions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods.

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- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.
- Must have a full range of motion in the upper extremities.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of responsible paid experience managing and directing an organized child care program.

Education:

Possession of an Associate of Arts or higher degree in Early Childhood Education, child care management, and course work in Preventative Health.

Certificate and License Requirement

Possession of a valid first aid certificate issued by a recognized agency, including CPR training.

Possession of a Child Development permit authorizing service as manager of a School Age Child Care Program.

Possession of a valid California Motor Vehicle Operator's license.

Condition of Employment

Insurability by the District liability insurance carrier.