Purpose Statement
The purpose of a Before and After School Program Manager is to plan, organize, and coordinate an assigned before and after school and intersession program and related activities; achieve defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; oversee assigned personnel; provide information to others; schedule work assignments within established timeframes and standards; provide training and work direction to assigned staff.

This job reports to the Executive Director of Student Services.

Essential Functions
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions, implementing and maintaining services, and providing information and/or direction regarding the status of inventory and/or deliveries.
- Coordinates and monitors assigned activities and programs for the purpose of meeting District and program guidelines and adhering to appropriate federal, state, and local laws and regulations related to before/after school programs.
- Coordinates with supervisor for the purpose of maximizing the efficiency of the workforce, providing assistance with administrative functions, and assisting in the achievement of department, program, and district goals.
- Develops, maintains, and monitors program budgets for fiscal year (e.g., budget allocations, expenditures, fund balances, related financial activities, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Maintains a variety of manual and electronic documents, files, and records (e.g., student data, attendance, enrollment, etc.) for the purpose of ensuring availability and accuracy of data and providing up-to-date information and/or historical reference in compliance with established administrative guidelines and legal requirements.
- Manages the day to day operations of the before and after school program and the implementation of new programs and/or processes (e.g., establishing assignments, overseeing program functions, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Orders and procures equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Oversees the collection and deposit of program fees (e.g., reviews invoices, makes deposits, arranges for payment plans; provides security for monies received, etc.) for the purpose of completing transactions and/or securing funds.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Plans, develops, and conducts in-service training, orientation programs, and staff meetings for the purpose of meeting mandated requirements and established guidelines.
- Prepares and processes a variety of manual and electronic documents, forms, and records related to site payroll (e.g., reviews employee absence reporting, enters employee and substitute
attendance and timesheet information, contracts, correspondence, presentations, promotional materials, etc.) for the purpose of ensuring timely and accurate documentation and complying with established administrative guidelines.

- Researches a variety of topics for the purpose of recommending new programs/services, ensuring program compliance with established requirements, securing alternative funding, and/or responding to requests.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Responds to a variety of inquiries regarding procedures and requirements for the before and after school program and related services for the purpose of providing information, recommending or implementing a plan of action, and/or resolving issues.
- Trains assigned personnel on before and after school program procedures and related services for the purpose of providing direction and developing professional skills.

Other Functions

- Performs the duties of a School Age Child Care Leader as needed for the purpose of ensuring that assignments are covered, meeting District and program guidelines, and adhering to appropriate federal, state, and local laws and regulations related to before/after school childcare programs.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- administering first aid and/or prescribed medications;
- applying job-related codes, regulations and laws;
- compiling and analyzing financial and statistical information and data;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- accounting/bookkeeping principles;
- age appropriate activities/behaviors;
- analyzing budgets;
- analyzing data;
- basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading;
- behavior modification strategies and techniques;
- business telephone and email etiquette;
- child guidance principles and practices, including students with learning disabilities and behavioral challenges;
- community resources;
- concepts of grammar, spelling, and punctuation;
- conflict resolution techniques;
● cultural differences of student population;
● equipment, materials, and supplies used in before and after program and enrichment programs;
● instructional procedures and practices;
● interpersonal skills using tact, patience, and courtesy;
● job-related codes/laws/rules/regulations/policies;
● keyboarding;
● methods of organizing, scheduling, and prioritizing workloads;
● methods of promoting activities and events;
● methods of training;
● modern office practices and procedures;
● personnel practices;
● principles, practices, and trends of before and after program and early childhood activities, programs, and operations;
● recordkeeping and record retention practices;
● school safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

● accuracy and attention to detail;
● adapting to changing priorities;
● analyzing issues and determining an appropriate course of action;
● communicating with diverse groups and individuals;
● displaying tact and courtesy;
● establishing and maintaining effective working relationships with others;
● maintaining confidentiality;
● meeting deadlines and schedules;
● multitasking;
● operating motor vehicles;
● planning and organizing work;
● preparing accurate records;
● reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
● setting priorities;
● understanding and following oral and written directions;
● working as part of a team;
● working with detailed information/data;
● working with frequent interruptions.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a work unit; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job’s functions. There is a continual opportunity to impact the organization’s services.

Work Environment
The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed in a generally hazard free environment with some exposure to risk of injury and/or illness.
Experience: Job related experience within a specialized field is required.

Education: Bachelor’s Degree in job-related area.

Equivalency: Four years of lead or supervisory experience in an organized recreation or child care program and completion of twenty-four (24) Child Development (CD)/Early Childhood Education (ECE) semester units, with at least six (6) semester units in ECE administration and at least two (2) units in adult supervision or a Master’s degree in Child Development (CD)/Early Childhood Education (ECE).

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid First Aid/CPR Certification
Valid California Class C Driver License
Valid California Program Director Child Development Permit

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status Approval Date Salary Grade
Exempt Revised: 03/04/2020 - Title change from School Age Child Care Manager
Classified Supervisory, Range 66