

CHILD CARE DIVISION MANAGER**DEFINITION:**

Under the direction of the Director of Recreation and Community Services Department, design, plan, manage and supervise the Child Care Division including fee based programs, preschool and school-age child care programs; manage all aspects of the Child Care Division including, but not limited to, facilities, program materials, fiscal and human resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and participate in the development and implementation of goals, objectives, policies and priorities for the Child Care Division, facilities and services to meet the child care and preschool development needs of the community; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures for the Division as related to the Department and School District.
- Develop, manage and administer the Child Care Division annual program budget; direct the forecast of additional funds needed for staffing, equipment, materials, facilities and supplies; direct the monitoring of and recommend approval of expenditures; direct and implement adjustments as necessary. Secure alternative revenue sources through grant writing.
- Provide recommendations regarding facility needs. Coordinate all maintenance and facility needs with appropriate district managers. This includes planning for additional child care facilities and coordinating those projects with facilities managers.
- Select, assign, supervise, direct and evaluate staff. Coordinate in-service training for management and exempt employees. Conduct staff meetings.
- Evaluate program effectiveness and operational efficiency of the Child Care Division. Provide administration of all program activities, materials and facilities for all Child Care Division programs.
- Develop and revise policies and procedures for registration for the year-round child care programs. Develop systems for enrollment, necessary reports and records as needed for efficient registration process. Update and revise parent handbook.
- Establish discipline guidelines and monitor implementation. Work closely with management staff, parents, and children that pertain to conflicts at a child care facility.
- Work closely with all school district personnel. Assist Principals at school site locations in coordinating child care and school programs.
- Prepare reports for Recreation Commission meetings, attend meetings, and present all Child Care Division action items.
- Represent the District at local, state, and national staff development meetings and conventions as assigned.
- Ensure program compliance with all pertinent state laws, contractual agreements, district policies and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

School District policies and regulations, Department of Recreation and Community Services policies and procedures, Child care program regulations and laws and their relationship to the School District; program planning and management of multi site school age programs and preschool age programs; developmental needs of the early and middle childhood years; program assessment and quality criteria for preschool and school age programs; basic principles of accounting and budget preparation.

Ability to:

Plan, organize and direct complex programs of child care services; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License, if required.

Board Approved: September 26, 1995

Revised: September 25, 1996

Revised: October 8, 2002

Revised: July 1, 2004