

## JOB DESCRIPTION

TITLE SCHOOL AGE CHILD CARE MANAGER

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Education or related field from a four-year college or university and one to two years related experience required. Computer skills required (e.g. ability to use email, etc.)
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators and the general public.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra. Ability to apply concepts such as probability and statistical fundamentals of advanced algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense and to communicate options and solutions when several variables exist. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 40 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO              Assigned Coordinator

#### GENERAL RESPONSIBILITIES

1. Provides leadership as a liaison for information gathering, analysis, and dissemination to identify issues, patterns, best practices, and training opportunities for businesses, agencies, and school personnel providing Child Care to School Age children in Collier District Schools.
2. Provides a liaison with other agencies and providers dealing with Child Care issues in the district.
3. Ensures compliance with federal, state and local regulations pertinent to School Age Child Care programs in the Collier District schools.

#### SPECIFIC RESPONSIBILITIES

1. Supervises the operation of the School Age Child Care (SACC) Programs.
2. Assesses program needs based upon parent, principal, and School Age Child Care staff input.
3. Monitors the daily attendance and revenue for accounting purposes.
4. Develops appropriate collaborations among businesses, community agencies, the community, SACC staff, and CCPS staff to support SACC.
5. Supervises the development and uniform implementation of the District's guidelines for SACC programs.
6. Provides guidance and support to principals and SACC program managers concerning SACC programs.
7. Works with District curriculum and school improvement personnel to ensure coordinated and articulated programs.
8. Monitors programs for compliance with federal, state, and local regulations.
9. Supervises the collection and maintenance of data for preparation of SACC programs.
10. Coordinates the planning, implementation and evaluation of the SACC programs.

11. Prepares program evaluations and reports results to district leadership annually.
12. Prepares program records, audit materials for data collection and reporting, and accounting reports for all SACC programs.
13. Provides input for school-based and district-based budgetary decision-making as it applies to SACC programs.
14. Negotiates and coordinates classroom and facility use with principal and SACC staff.
15. Coordinates in-service training for SACC staff as needed.
16. Organizes and convenes district-wise principals and SACC program staff meetings as needed.
17. Facilitates direct communication and contacts between school, SACC program personnel, and parents.
18. Identifies and disseminates relevant research to help guide SACC instructional decisions.
19. Attends state and regional meetings and conferences as required.
20. Performs other duties as assigned.