

Oak Grove School District

JOB TITLE: Program Administrator, Child Care

SALARY RANGE: G(13)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position is to manage, plan, coordinate and administer the Child Care Centers which comprise of the Oak Grove Preschools (OGP) and Before and After School Enrichment (BASE) programs at various school sites throughout the district. Employees in this job class will train and supervise staff and volunteers. This job class exercises responsibility for the planning, implementation, evaluation, and improvement of these programs and activities. This job class functions as a member of the District Management team and participates in the formulation and implementation of District policies. This position reports the Assistant Superintendent or designee of Ed. Services/Site Principal.

TYPICAL DUTIES

- Develop and implement a balance of student enrichment activities to include sports, arts, and crafts, music, drama, homework assistance, and small group tutoring.
- Provide positive leadership and supervision to staff and volunteers.
- Participate and attend regular meetings with site staff and director of the programs to help organize and grow the programs.
- Identify and coordinate programs and services provided by community organizations.
- Build relationships and work collaboratively with site principal, staff, students, parents and community-base organizations.
- Account for daily site attendance; complete tasks related to monthly billing.
- Supervise the site during hours of operation, including summer activities, school in-service days and District vacation days.
- Communicate weekly with parents regarding site schedules, special activities and other pertinent information.
- Work with Assistant Superintendent or designee to assess and order site instructional materials and program snack requirements.
- Train staff and students on emergency preparations, operations and procedures.
- Recommend improvement of school facilities as needed to ensure student safety and enhance the child care programs and activities.
- Assure compliance with applicable federal, state, and district regulations by site personnel.
- Perform related duties as required.

EDUCATION

- Bachelor's Degree preferred in Education, Recreation, Human Services or other related field
- 12 College Units in Early Childhood Education strongly preferred
- College-level classes in administration or management strongly preferred

KNOWLEDGE and SKILL

- Knowledge of applicable federal, state, and district regulations by site personnel
- Maintain a valid California Drivers License
- Three years of working in child-care programs desired
- Three years of successful coordinating projects and supervising preferred
- Extensive experience in working with diverse student populations
- Skilled in coordination and project management
- Ability to work effectively with adults and students in a supervisory capacity
- Ability to exercise good judgment and tact and to problem solve effectively
- Skilled in handling crises and emergency situations
- Ability to speak and write effectively
- Ability to use computer programs related to performance responsibilities
- Knowledge of the social, personal, and physical development of children
- Knowledge of school district operations and procedures
- Knowledge of state and federal laws relating to confidentiality of student records, due process, as well as child welfare

PHYSICAL DEMANDS

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.