

Job Title: **Manager, BASE Operations**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **3002**
 FLSA Status: **Ex – A**
 Pay Range: **L12**

SUMMARY: Responsible for ensuring Before and After School Enrichment (BASE) programs observe and comply with state, federal, local and district regulations. Develop, evaluate and monitor BASE operations, including management of program violations, corrective actions, legal appeals and the implementation of programmatic changes. Develop and promote good community relations among various district, community and stakeholder groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for managing and overseeing BASE program operational and regulatory operations. Accountable for managing, obtaining, and maintaining BASE site license, knowing and understanding department, district, school-age child care licensing (CDHS), and local health department regulations and guidelines. Perform on site audits and observations to monitor program operations and identify areas of risk for non-compliance and safety concerns. Identify and resolve discrepancies in standards, practices, policies, regulations, practices and procedures. Maintain record of compliance activities, including violations, complaints and responses. Provide research and reports for the department as requested. Primary contact to state licensing and health department representatives.	D	55%
2. Develop, identify, and administer ongoing training and process improvement to BASE staff due to changes in policy or procedures. Offer on-site training for BASE staff and provide operational recommendations when necessary. Participate in professional growth activities and attend state and local sponsored training when applicable.	D	20%
3. Collaborate to identify necessary student supports needed in BASE for students with special needs. Collaborate to develop necessary accommodations (504, IEP, or behavioral) support plans for students when necessary. Coordinate placement with student support services team, BASE supervisors, directors and BASE program employees and parents.	D	10%
4. Responsible for the resolution of staff and operational complaints including enlisting the assistance of the district legal counsel and communication departments when necessary. Apply, manage, and oversee grants and grant funds, if necessary.	D	5%
5. Manage BASE operations for special programs and coordinate alternative sites and movement of existing BASE break programs due to construction, complying with federal, state, and district regulations. Communicate and work with affected schools and departments when relocation is necessary.	D	3%
6. Lead, plan, and attend department meetings, parent meetings, school functions as needed. On call for BASE situations which need immediate attention.	M	2%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree, or equivalent of two (2) years of credits, from college or university in elementary or early childhood education or related field required.
- Bachelor’s degree from an accredited college or university in elementary or early childhood education or related field preferred.
- Minimum of five (5) years of supervisory experience in childcare.
- An equivalent combination of education and experience will be considered.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal (CBI), Federal (FBI) k, and TRAILS background checks required for hire.
- Ability to consistently travel among district facility locations.
- Current CPR, First Aid and Standard Precaution certifications, or must obtain one within 6 months of entering the position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Strong verbal and written communication skills.
- Demonstrates skills in leadership, teamwork, and team building.
- Knowledge of profit and loss, financials, and budget planning/review.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to be on call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Executive Director, Business Service Strategic Engagement	5086

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	BASE Programs Coordinator	1	1065
	BASE Specialist	1	1169
	BASE Supervisor	2	040629

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manage budget to run a project, grant or activity and manage self-supporting funds. Ensure payment of all BASE licensing and operation fees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands and fingers to handle and/or feel				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				X
Hear				X
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	