

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Child Care Assistant Manager  
**Date Last Modified:** December 1, 2021  
**Work Year:** 9 Month  
**Department:** Childcare Program  
**Reports To:** 27J Child Care Coordinator

**SUMMARY:** Responsible for assisting with ensuring that the childcare environment is safe and healthy for both staff and children while maintaining the state licensing rules regulating childcare school-aged programs. Assist with maintaining records that include the following: staffing, attendances, collecting, and deposits for the program. Act as Summer Program Manager when the Manager is not working.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 30% Supervise the childcare environment to ensure that it is a safe and healthy place for children and staff.
- D 10% Actively participate in field trips with children including swimming in the pool during summer programs.
- W 15% Ensure that appropriate activities are planned and prepared for a variety of age levels and that the STEM curriculum is being followed.
- D 5% Assist with purchasing, preparing, and providing nutritional snacks. Ensure that good hygiene is followed during snack time.
- D 7% Ensure that attendance is taken at regular intervals and contact parents to inquire of absence if necessary.
- W 1% Assist with purchasing, inventory, Maintain and replace age-appropriate materials for the children, including supplies, books, recreational equipment, etc.
- W 10% Assist with scheduling and training program staff, in cooperation with the Coordinator.
- W 5% Maintain toys, recreational equipment, and facilities. Ensure routine cleaning is done when necessary.
- D 5% Discuss issues regarding student behavior or activities with parents, as appropriate.
- W 5% Assist with collecting monthly tuition payments.
- W 1% Assist with maintaining and up-dating parent newsletters and any other written material for distribution that are necessary for the programs. Guide parents to the proper information contained in the parent handbook and on the childcare web page.
- D 5% Maintain the school aged program with state licensing regulations and district policies and procedures.
- Ongoing 1% Perform other duties as assigned.

*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 AND TRAINING:** 1. High school diploma or equivalent.

Must have completed at least one of the following qualifications:

- A. 4-year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the Human service field.
- B. two-year college training and 6 months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care/supervision of 4 or more children.

C. Three years of satisfactory/verifiable full-time or equivalent part-time. Paid or volunteer experience, since attaining the age of 18, in the care/supervision of 4 or more children. The program director must complete 6 semester hours, 9 quarter hours in course work which must be in child growth/development and be from an accredited college or university, or 40 clock hours of training in course work (child growth/development) applicable to school-age children within the first 9 months of employment.

**EXPERIENCE:** 1-2 years of experience in child care or recreation center with 40+ kids; 2 ½ years of experience in a supervisory role; and 1 year of experience in bookkeeping, inventory, planning, and purchasing.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Must have intermediate skills in oral and written communication, English language; basic math and accounting; personal computer; customer service and public relations; critical thinking and problem solving and organizational skills. Ability to manage confidentiality in all aspects of a job; ability to manage multiple priorities; ability to manage multiple tasks with frequent interruptions; diffuse and manage volatile and stressful situations. Have knowledge of nutrition, health, and child growth/development.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** First Aid, CPR, standard precautions, and medication administration certifications required upon hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Directly supervises employees at the child care site. Positions supervised include Program Leaders, Paraprofessionals and Student Workers. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include plans and assign work; directs and guides work; addresses complaints and resolves problems; and trains employees.

**SAFETY TO SELF AND OTHERS:** Low exposure to self-cuts and bruises due to typical field trip and playground accidents, to heat during outdoor activities, to fractured bones due to falling, to hernia due to improper lifting of supplies or children, to disease due to handling body fluids, to repetitive motion injuries due to paperwork/filing, and to loss of sight due to playground/activity accidents. May also expose others to cuts, bruises, fractured bones, disease, or other injuries if a person in this position fails to maintain a clean and safe learning and play environment for students.

*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 DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl; taste and smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly exposed to fumes and airborne particles. They occasionally work near moving mechanical parts; exposed to outdoor weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, copy, evaluate, use interpersonal skills, compile and negotiate. Frequently required to communicate, instruct, and compute. Occasionally required to synthesize.