

**BRIGHTON SCHOOL DISTRICT  
CLASSIFIED POSITION JOB DESCRIPTION**

**Job Title:** Child Care Manager  
**Date Prepared or Last Modified:** December 1, 2021  
**Work Year:** 188 days / 9 Month / 5 days  
**Department:** Childcare Program  
**Reports To:** Childcare Coordinator

**SUMMARY:** Responsible for ensuring that the before/after school and full day Monday program environment is safe and healthy for both staff and children, while maintaining the state licensing rules regulating child care school-age program. Maintains records that include the following; staff files, student files, attendance and collection of fees. Responsible for accurate information is given to parents in the form of monthly newsletters, calendars and parent handbook. Responsible for the planning and implementation of STEM activities in the programs. Train staff in accordance with state licensing regulations. Maintain accurate records and staff files for the state licensing authority.

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

- D 55% Supervise the childcare environment to ensure that it is a safe and healthy place for children and staff and ensure that department's STEM activity requirements are being met.
- M 10% Schedule, train and evaluate program staff, in cooperation with Coordinator. Maintain accurate staff files.
- D 6% Ensure that attendance is taken and contact parents to inquire of absence if necessary.
- W 5% Ensure that appropriate STEM activities are planned, prepared, and carried out for a variety of age levels.
- M 5% Purchase, prepare, and provide nutritional snack. Ensure that good hygiene is followed during snack time.
  
- M 5% Purchase, inventory, maintain, and replace age-appropriate materials for the children, including supplies, books, recreational equipment, etc.
- D 5% Discuss issues regarding student behavior or activities with parents, as appropriate.
- W 2% Maintain toys, recreational equipment, and facility. Ensure routine cleaning and sanitizing is done daily.
- M 2% Conduct monthly meetings with staff to plan, discuss, and evaluate activities and issues concerning children. In addition, attend monthly or quarterly manager meetings with coordinator and/or Quality Assurance Specialist to discuss current changes, quality programming, and participate in online trainings.
- A 2% Maintain school age programming with state licensing regulations and district policies and procedures. State licensing regulations will conduct yearly inspections with the Manager and Coordinator.
  
- D 1% Accept new registration, ensure correct billing for children's schedule, and ensure collection of tuition and fees.
  
- A 1% Maintain monthly parent newsletters, calendars, and any other written material for distribution that promotes the program.
  
- 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:**

I. High school diploma or equivalent.

Must have completed at least one of the following qualifications:

A. A 4-year college degree with majors such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the Human service field.

B. A 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 childcare 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, problem solving and organizational skills. Ability to manage with confidentiality in all aspects of 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 within 30 days from hire date. 15 hours of childcare training is required annually.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** Directly supervises employees in the childcare site. Positions supervised include Before/After and Monday 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. Will assist with interviewing, and hiring; disciplining; appraising performance; provides input into the performance appraisal; terminating employees; and provides input into termination proceedings.

**SAFETY TO SELF AND OTHERS:** Low exposure to self and others in regards to the following; cuts and bruises due to typical classroom and playground accidents, heat burns due to kitchen appliances, fractured bones due to falling, hernia due to improper lifting of supplies or children, disease due to handling body fluids, repetitive motion injuries due to paperwork/filing, and loss of sight due to playground/activity accidents 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 50 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, compute, and occasionally required to synthesize.