

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Extended Day Program Manager

Reports to: Site Administrator

Classification: Management

FLSA: Exempt

Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination of education and experience which in the District's discretion is equivalent to:

BA degree from an accredited college or university with major course work in education or a related field required.

Four years of increasingly responsible experience in administrative, supervisory or management position involving planning and preparation of child care programs.

Licenses and other Requirements:

Possession of an appropriate, valid driver's license.

Condition of Employment:

Insurability by the District liability insurance carrier.

This position is exempt from overtime provisions of the Education Code.

SUMMARY

Under the direction of an assigned administrator, coordinate, manage and evaluate the daily activities of the District Extended Day program; child care and development program planning, development, coordination, implementation, leadership, and monitor off-track and before and after school child care programs, policies and procedures; develop and maintain the program budget; monitor and manage the billing process, and support services for children and families, select, train, motivate, evaluate and supervise the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Assume full management responsibility for all District Campus Connection program services and activities; recommend and administer policies and procedures.
2. Manage the development and implantation of the District Campus Connection program goals, objectives, policies, and priorities for each assigned school site.
3. Manage and coordinate and evaluate the daily activities of the district Extended Day program; plan, implement and oversee District extracurricular, recreational and educational program activities;
4. Select, train, motivate and evaluate Extended Day personnel; interview, promote, discipline, reassign and terminate personnel as appropriate; provide training and work direction to school site supervisors; prepare employee schedules and training materials.
5. Organize and oversee public relations functions including the preparation of newsletters and other written materials; coordinate promotional events.
6. Develop and maintain the program budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. Negotiate fees with various outside organizations related to field trips and other program activities; prepare purchase orders for field trips, transportation and other expenses; prepare product specifications; review and approve bids. Conduct on site visitations on a regular basis to coordinate and review the program

- operations, analyze effectiveness, assuring compliance with rules and regulations; provide assistance to Site-Supervisors to resolve problems.
7. Assure the maintenance of all program equipment; schedule repairs of equipment through district or outside sources.
 8. Prepare and maintain a variety of records and reports related to program activities, personnel, budget, supplies, meetings, curriculum and operations; review time sheets, financial statements, inventory and costs control records, operating reports and other documents to assure accuracy and completeness.
 9. Plan, schedule and coordinate special events, compute costs of labor, supplies, assign personnel.
 10. Coordinate and conduct meetings, in-services and workshops related to program activities; prepare and make informative presentations concerning Extended Day operations.
 11. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Planning, organizing and management of a child care program.
- Child guidance principles and practices.
- Subject matter and curriculum planning for a child development program.
- Budget preparation and control.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Policies and objectives of assigned program and activities.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.

Ability to:

- Coordinate, manage and evaluate the daily activities of the District Extended Day program.
- Develop, implement and monitor off-track and before and after school child care - programs, policies and procedures.
- Develop and maintain the program budget.
- Supervise the performance of Extended Day personnel.
- Plan, implement and oversee extracurricular, recreational and educational program activities.
- Direct, coordinate and oversee the District-wide program curriculum.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prioritize and schedule work.
- Plan and organize work.
- Work independently with little direction.

- Maintain records and prepare reports.
- Operate a computer and assigned software.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)