

## **CHILD CARE CENTER MANAGER**

### **DEFINITION**

Under administrative direction, this position is responsible to plan, organize, control, and direct the day-to-day activities of Columbia College's child care center including but not limited to supervision of staff, preparation and administering the center's budget, staff and parent training, enrollment, grant writing, maintaining licensing and accreditation requirements, coordinating activities with other divisions and departments and the community at large, and performing related work as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from a higher-level executive District manager.

Directly supervises teachers, support staff, and student workers.

### **EXAMPLES OF DUTIES** (*Illustrative Only*)

- Develop and implement a philosophy of early childhood education that is used to establish goals and objectives and to evaluate program effectiveness; maintain and apply current knowledge and theory of best practices in child development.
- Work cooperatively and meet regularly with Child Development Faculty to ensure adult learners' experiences at the Child Care Center are reflective of what they are learning in the Child Development course work.
- Develop, recommend, implement, maintain, distribute, and ensure compliance with policy, procedures, standards, and handbooks for the Child Care Center
- Ensure compliance with federal and state laws, local regulations, and District guidelines, policy, and procedures.
- Develop and implement a viable business plan based on program philosophy that includes diversity, inclusive practice and non-discrimination and provides direction for the program.
- Work with staff and parents to set goals and objectives for the program.
- Supervise and evaluate the performance of assigned personnel; interview and recommend selection of job applicants; schedule and assign work; audit and document performance; assign and conduct training of employees, student teacher aides and practicum students.
- Coordinate activities among center program sites; facilitate staff in program planning and curriculum development.
- Prepare sites to meet and maintain all licensing requirements. Communicate with other administrators, personnel, social service, and other outside agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Represent the District/College in the childcare community serving on various community advisory committees and establishing communication with other agencies that serve children.
- Generate resources/funds through grant writing, partnerships, and/or program proposals.
- Monitor grants, prepare, and submit monthly, quarterly, and yearly reports as required by the funding agency and the District Grants Office.

- Develop and prepare the annual budget for the Child Care Center; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established terms and conditions.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; complete various forms, projects, reports, and memos.
- Develop and maintain a system for the maintenance of confidential files, which includes all documents required by licensing and other pertinent information.
- Monitor and ensure safety of facilities, equipment, and grounds; monitor selection, ordering, and care of supplies and equipment appropriate for a childcare center.
- Manage the CACFP (Child and Adult Food Program) nutrition program to ensure state and federal compliance and a safe, healthy and nutritious environment for the childcare center's children.
- Coordinate and/or provide training, educational conferences and meetings for staff and client families.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Support and attend campus Child Development Club meetings and activities.
- Perform other duties as assigned

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed at the Columbia College Child Care Center both inside and outside.
- Work may occasionally take place on evenings and/or weekends.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Principles and practices of child development, psychology, supervision, and early childhood education;
- Needs and behavior of children of various ethnic, racial, and cultural backgrounds;
- Federal and state regulations pertaining to early childhood education;
- General knowledge of business management and administrative principles and practices;
- Principles and practices of supervision and personnel management in an educational setting;
- Effective public and human relations techniques;
- Fiscal management; budget development and administration.

#### **Ability to:**

- Understand and independently carry out complex oral and written instructions.
- Learn, interpret, and successfully plan Child Development Care program policies, procedures, rules, and regulations;
- Analyze situations and make decisions on procedural matters without immediate supervision;
- Analyze projects under pressure of time; remain calm in stressful situations;
- Maintain the security and confidentiality of specified records and information;

- Communicate effectively in both oral and written form; use appropriate and correct English, spelling, grammar, and punctuation;
- Read, understand, and interpret law, policies, and practices associated with Child Development education programs;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Act as role model and mentor of staff and students by modeling appropriate behavior with children and families.

### **Licenses and Certificates:**

- Possession of a valid California driver's license;
- State of California Child Development Program Director Permit required.
- Valid Pediatric First Aid and CPR certificates.

### **Physical and Mental Standards:**

- **Mobility:** ability to sit, walk or stand for extended periods.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes; must have a full range of motion in the upper extremities.
- **Lifting:** occasional lifting, carrying, pushing, pulling, or otherwise moving objects up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact; frequent deadlines and time-limited assignments.

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

- Education: Equivalent to possession of a Bachelor's of Arts degree from an accredited college or university in Early Childhood Education (ECE), Child Development (CD) or closely related field
- Experience: Three years childcare center experience with at least one year experience supervising adults and one year of site supervisor experience.

**(NOTE: A background investigation of new employees is required, including reference checks and a state criminal history report. Employment will not start until the history**

**check has been cleared by Human Resources. The cost for the criminal history report will be the responsibility of the successful candidate.)**

*Class Adopted: 03/01/09*  
*Class Amended: 04/11/16*