



<b><i>Position Title:</i></b>	Childcare Manager
<b><i>Business Reporting Unit:</i></b>	Child Development Center
<b><i>Reports to:</i></b>	Director of Operations
<b><i>FLSA Status:</i></b>	Non- Exempt
<b><i>Level:</i></b>	Manager
<b><i>EEOC Category:</i></b>	First/Mid. Officers/Managers
<b><i>EEOC Job Group</i></b>	Managerial
<b><i>Last Update</i></b>	May 19, 2017

**Position Description:**

The childcare manager is a management level position, reporting to the Director of operations, responsible for the planning, implementation, supervision, and administration of the curriculum and day-to-day oversight of classrooms in the CDC.

**Essential Functions:** (As defined under the Americans with Disabilities Act, these include the following responsibilities, minimum job knowledge, skills, and abilities. This is not necessarily an all-inclusive listing.)

**Responsibilities**

- Responsible for the development and implementation of the program and finding the resources to meet the set goals
- Knowing and maintaining Licensing standards.
- Coordination of program activities with other youth serving agencies and community service agencies, if applicable.
- Supervision of staff.
- Preparation of required program reports and forms to funding sources.
- Responsible for ensuring the general safety of participants by stressing safety principles to leaders.
- Performs regular supervision with staff, to maintain open communication and identify continuous quality improvement activities
- Fill in as staff when needed.
- Participate in recruitment, interview, and selection of program staff.
- Assist staff with program planning, supply orders, etc

### ***Childcare Manager***

- Establish contact with community resources to enhance and grow program. Increase enrollment to full capacity
- Assist in the pursuit of accreditation and maintain accreditation for the center
- Develop and revise program procedure manual and personnel handbook as needed.
- Participate in National, state and local professional organizations and other appropriate alliances.
- Completes required paperwork and turn it in on time.
- Maintains Fingerprint Clearance Card and training as required by Licensing.
- Be able to explain program and promote program to school staff, parents and the community
- Participates in continuous quality improvement activities.
- Participates in professional development opportunities
- Perform other duties as assigned.

### **Management Responsibilities:**

- Ensure that the Foundation's management principles, policies and programs are consistently practiced.
- Ensure that the Performance Management program is administered uniformly and effectively.
- Be a back up for the Director of Operations

### **Knowledge, Skills and Abilities:**

- Minimum Associates or Bachelors Degree in Early Childhood Education or related field, and 3+ years management experience in a licensed child care facility or related program, or some combination of experience/education.
- A minimum of 3 years experience with children 6 weeks-12 years old.
- Ability to enjoy children, and show sensitivity to their needs and ideas.
- Ability to communicate effectively with parents, staff and other community agencies
- Ability to recruit and train staff.
- Knowledge of and ability to utilize community resources.
- Ability to supervise staff and direct on-site program activities.
- Flexibility in schedule to include some evenings and weekends.
- Respect for cultural and ethnic differences of program participants.
- Adheres to foundation policies & procedures
- Meets department performance/productivity standards
- Must be eligible and able to obtain a fingerprint card.
- Must be certified in CPR/First Aid
- Current tuberculosis skin test.

***All employees are expected and required to adhere to the Foundation's Code of Ethics and Principles of Conduct.***

**Salary Zone Base Median: Depending on experience**

**Childcare Manager**

<i>Date:</i>		<i>Erik Hite Foundation:</i>	
<i>Date:</i>		<i>Human Resources:</i>	