



Teaching • Understanding • Serving • Developing

Date: September 2017

Range "M"

Classification: Classified

Job Description

Extended Day Care Program Manager

DEFINITION

Under the direction of a District Office Administrator the Extended Day Care Program Manager is responsible for the day to day operation of the school site's extended day care program.

EXAMPLES OF DUTIES – *Not all inclusive*

- Develops procedures and supervises the school site's Extended Day Care Program.
- Performs a variety of child care activities for students.
- Provides appropriate training for all Extended Day Care staff.
- Participates in the hiring process of Extended Day Care staff.
- Responsible for the bookkeeping and accounting for the school site's Extended Day Care Program.
- Orders supplies for the school site's Extended Day Care Program.
- Maintains a high level of ethical behavior and confidentiality of information about children.
- Assist children with personal requirements including eating and bathroom needs.
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups.
- Performs other duties as assigned.

QUALIFICATIONS – *Minimum Requirements*

Knowledge of:

- Techniques used in controlling and motivating students.
- Accounting and record-keeping skills
- Safety and nutritional issues and concerns
- Instructional and curriculum areas for appropriate grade level assistance.
- Appropriate subject matter and training techniques.

Ability to:

- Stand and circulate for extended periods of time.
- See, hear, speak for purposes of awareness of student behavior and responding to routine as well as emergency instructions and situations.
- Bend, twist, kneel, stoop, run, and crawl

TRAINING and EXPERIENCE – *Minimum Requirements*

- High School graduation or equivalent.
- Two years or more of paid or volunteer experience working with children or children's groups.
- Paid or volunteer experience in Day Care setting.
- Possession of a Child Center Permit or AA in Child Development preferred.
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CONDITIONS of EMPLOYMENT

- Fingerprint clearance by both Federal Bureau of Investigation and the California Department of Justice.
- Tuberculosis clearance.
- This position has a probationary period of 120 days.
- Emergency procedures that are within the purview of non-licensed medical staff. This would include, but not be limited to: EpiPen injections; administering anti-seizure medications; and, insulin and/or glucagon injections.