

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Child Care Manager I (R11) – II (R10)</b>	Job Family: 04
Department: High Schools	Lane Placement: <b>(R11 - 5)</b> <b>(R10 - 6)</b>
Supervisor's Title: Principal	Contract: 180 Days
FLSA Classification: _____ Non-Exempt _____	Hours per Day: 8
Original date: <u>11/85</u> Revised: <u>10/05</u> Revised: <u>07/16</u> Revised: <u>06/22</u>	

**GENERAL FUNCTION**

Under the general direction of the school principal, with input from the CTE Director, the **Child Care Manager** is responsible for directing and coordinating all functions relating to the operation of a school's child care facilities. Creates and maintains a pleasant, safe, and healthy learning environment. Tracks and maintains budgets. Purchases food and supplies and plans/prepares balanced meals. With coordination from the licensed teacher, instructs and supervises high school CTE students in their classes. Hires, trains, schedules, directs assistants and provides input for evaluations.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Direct and coordinate all functions relating to the operation of a school's child care facilities. Create and maintain a pleasant, safe and healthy learning environment.
- Track and maintain budgets and coordinate child enrollment processes. Maintain accurate records.
- Instruct and supervise high school CTE students in their classes.
- Purchase food and supplies. Plan and prepare healthy, balanced meals.
- Hire, train, schedule and direct child care assistants and provide input for evaluations.
- Ensure child needs are taken care of (e.g., feeding, toileting, diapering, general health care, etc.). Monitor student health concerns as needed.
- Establish and maintain a standard of behavior for children.
- Supervise children on the playground.
- Prepare facilities for each day, including laundry, cleaning, dishes, sanitize toys, etc.
- May perform one or more of the following specific office duties as assigned (e.g. direct the daily instructional activities of the children; develop lesson plans and instructional materials and provide individualized and small group instruction; provide input into child care assistant evaluation and course grading; provide student assessment for CDA (Child Development Associate) certifications; coordinate meals with the lunch manager; notify principal or custodian for maintenance or repair issues; etc.)
- This position requires punctual and regular daily attendance at assigned location.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a minimum of one year of successful job related work experience.
- A Child Care Manager II must be a current or former licensed teacher or must possess a Bachelor's degree in child development, elementary education or direct related field of study.
- Requires a current food handler's permit. CPR and First-Aid training required within six (6) months of hire.
- Prior successful supervisory experience preferred.
- Must demonstrate competence in reading, writing and simple math.
- Requires ability to make quick decisions concerning the care and teaching of children.
- Requires ability to work in stressful environment and must be flexible and patient.
- Requires ability to handle medical, toileting or other issues that may arise.
- Requires strong interpersonal skills. Interacts with children, parents, student assistants and school staff.
- Requires strong organizational and multi-tasking skills.
- Must be self-motivated and proactive in completing tasks with minimal direction.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment. Washer, dryer, dishwasher, oven, microwave, etc.

**Physical Requirements – Not limited to the following:**

- Constant walking and standing.
- Frequent awkward lifting from floor to waist up to 35 pounds. Frequent awkward positions (standing to/from floor).
- Occasional lifting from floor to shoulder up to 22 pounds and awkward reaching.
- Frequent sitting on the floor unsupported, bending and kneeling.
- Occasional use of keyboard/mouse.
- Working outside on playground in all weather conditions.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*