

## Manager, Child Care School

**FLSA Status:** Exempt

**Pay Grade:** 18

**Job Title ID:** 20101

**Job Series/Job Family:** Workforce Education & Business Development Series / Child Care Family

### Reports To

Department Chair, Child Care and Development

### Job Purpose

To manage all aspects of the Children#039;s Lab School.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Managers, schedules, supervises, and evaluates the instructional, clerical, and support staff of the Children's Lab Schools preschool and evening programs.
2. Ensures the program and learning environment meet the guidelines and standards of the College, Texas Department of Family and Protective Services Child Care Licensing, WorkSource Rising Star Program, City of Austin Environmental Health and Fire Departments, and the National Association for the Education of Young Children Accreditation.
3. Develops and approves annual budget with department chair; reviews and approves purchases of consumables and equipment; reviews and signs contracts for tuition funding sources; seeks funding and manages grants for adjunct programs or special projects. Determines eligibility for tuition subsidies, sliding scale tuition, and ensures tuition is paid. Submits reports and billings.
4. Facilitates parent program; plans and coordinates new parent orientation, monthly parent meetings, annual parenting support series, and family social events. Communicates with parents on routine development and provides resource and referral information as needed.
5. Coordinates with faculty and staff to provide a fieldwork setting for students. Completes background checks and risk assessments, schedules labs and make up labs, provides support for child care teachers who supervise and evaluate students, and meets with students to resolve problems or issues related to lab work; creates a lab calendar, guidelines, and forms for lab packets.
6. Directs the children's program including planning and implementing program practices, overseeing the waiting list for available slots, enrolling children, coordinating annual vision, hearing and developmental screenings, and ensures admission compliance with State guidelines.
7. Participates in various programs within the community to enhance the program and provide outreach for the college.
8. Oversees the maintenance of the facility and grounds.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Supervisory principles, practices, and methods.
- Budget preparation, grant administration, bid and purchasing procedures, and expense control.
- Principals and practices of child development and early childhood education.
- First aid and CPR.

- Texas Department of Protective and Regulatory Services requirements for day care center directors.
- Principals and practices of day care program and center administration.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### ***Required***

- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Preparing budgets and monitoring the disbursement of funds.
- Following and effectively communicating verbal and written instructions.
- Effectively supervising, leading, and delegating tasks and authority.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills, including the use of attention to detail and follow-through.
- Providing early childhood educational programs.
- Assessing child development.
- Maintaining an established work schedule.

## **Computer Skills**

### ***Required***

- Demonstrated proficiency using standard office software applications.

## **Physical Requirements**

### ***Required***

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, and stooping.
- Work is routinely performed in office environments, with occasional exposure to outside environments.

## **Work Experience**

### ***Required***

- Three years classroom teaching work experience and two years work experience as a preschool director.

## **Education**

### ***Required***

- Bachelor's degree in early childhood education, child development or related field.

## **Licenses/Certifications**

### ***Required***

- Director Certification from Texas Department of Family and Protective Services. CPR and First Aid Certification.

## **Other**

### ***Required***

- Required to successfully complete state and FBI criminal background checks, completion of OSHA blood borne pathogen training, and health assessment and TB test prior to employment.

## **Safety**

***Required***

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.