



Ast. Manager of School Age Programs

Position Description

This position is exempt

Reports to: Manager of School Age Programs.

Qualifications: Candidate must demonstrate a working knowledge of the regulations related to the Department of Early Education and Care and other regulatory bodies. Site Coordinator qualifications are required as well as a Bachelors Degree in education or related field preferred. The individual must have transportation and posses a current CPR and First Aid certificate. In addition this person must maintain a background record check.

Essential Functions:

- Practice effective and positive interactions with families and staff members
- Display professional verbal and written communication skills
- Exhibit sound judgment and maintain a high quality reputation for the agency
- Posses leadership skills to ensure programs and services are successfully delivered through teaching staff
- Consistently demonstrate flexibility and adapt to changes as needed
- Assist the Manager of School Age Programs as needed and assume his/her duties as needed

Specific Responsibilities:

- Oversee documentation of food program and meal count
- Ensure accuracy and completion of ECCIMS and excel attendance records for assigned sites
- Make regular site visits and assist with bi-monthly observations of staff
- Enroll new students and arrange transportation as needed
- Availability to provide potential clients with informative and program specific tours
- Refer families and/or coordinate intakes with You Inc. and other agencies
- Communicate with CCR, social workers, DCF and You Inc. as well as principles when needed
- Be available to cover in classrooms when necessary
- Maintain individual employee files in accordance with EEC licensing standards
- Conduct financial assistance reassessments, verifying accurate documentation and fees
- Participate in training programs, conferences and courses and courses related to professional growth
- Assist in planning field trips, fundraising and ordering supplies
- Other duties as assigned
- Assist in assuring all assigned School Age Programs meet licensing, ECE and agency standards
- Assist in the implementation of after school curriculum that reinforces Massachusetts Standards and Frameworks
- Assist in the supervision of staff schedules
- Other responsibilities as requested

I have read and understand this job description.

Signature

Date