



Manager of School Age Programs

Position Description

This position is exempt

Reports to: Director of School Age Programs.

Qualifications: Candidate must have at least three years of experience in management, training and supervision. Individual must demonstrate a working knowledge of the regulations related to the Department of Early Education and Care and other regulatory bodies. Individual must have the ability to travel. Bachelor's degree required with a concentration in education or related field.

Essential Functions:

- Maintain effective and positive communication with staff and parents.
- Demonstrate excellent verbal and written communication
- Display well developed leadership to staff ensuring programs and services are successful
- Manage and supervise the daily operations of school age programs
- Knowledge of computers including QRIS and ECCIMS

Specific Responsibilities:

- Make certain all assigned School Age Programs meet licensing, ECE and agency standards
- Assist in overseeing implantation of QRIS in assigned school age programs
- Conduct financial assistance reassessments, verifying accurate documentation and fees
- Manage staff observations and site visits
- Conduct regular staff meetings to communicate policies and discuss programmatic issues
- Confirm staff have all documented training hours to fulfill EEC requirements each year
- Oversee the performance evaluations of site coordinators, group leaders and ast. Group ldrs.
- Execute and supervise staff schedules and maintain employee files
- Enroll new students and arrange transportation as needed
- Implement ECCIMS and Guild attendance records
- Manage payroll for assigned school age programs
- Conduct fundraisers and plan summer field trips
- Communicate regularly with school principals and site administrators
- Assist in interviews as needed and provide a detailed orientation to new employees
- Communicate with Childcare Resources, DCF, You Inc. and social workers as needed
- Ensure site coordinators are completing their responsibilities
- Other responsibilities as assigned

I have read and understand this job description.

Signature

Date