

MANAGER OF CHILD CARE CENTER
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 18
REPORT TO: VICE PRESIDENT OF FINANCE AND ADMINISTRATION
REVIEWED DATE:

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Under the direction of the Vice President of Finance and Administration manages the day-to-day operations of the Child Care Center associated with classroom study of Early Childhood Development, including the development, recommendation, and administration of policies, procedures and processes to ensure that the Center's operations meet the minimum standards for child care center licensing laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, maintains, and oversees the operations of the Child Care Center and assists with the childcare development program to ensure that the well-being and learning objectives for children under the care of the Child Care Center are met.
- Leads the Child Care Center staff and performs evaluations.
- Develops, recommends, and administers policies, procedures and processes in support of Child Care Center operations and ensure compliance of approved policies, procedures and processes.
- Ensures that the Child Care Center and staff conform to federal, state and local rules, regulations and licensing requirements.
- Ensures Child Care employees are not regularly scheduled for more than 10 hours of direct childcare during a 24-hour period; and qualified substitutes are called as necessary to meet minimum standards.
- Works with faculty to facilitate their teaching of childcare development.
- Coordinates with faculty field experience placement opportunities for instructional programs.
- Participates in lesson planning for children, in meeting the classroom objectives of childcare students and student observations.
- Ensures that the Child Care Center environment is safe and free of hazards.
- Assists with all aspects of the operation, including the coordination of snack/meal planning and supervision of personnel in food purchase and preparation.
- Formulates the annual program budget, in collaboration with the Vice President of Finance and Administration, and ensures that the program operates within budgetary parameters established.
- Plans, develops, schedules, and provides in-service training and evaluation of childcare staff.

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- Recruits and schedules children for the child care center; maintains accurate records on children enrolled in the program to include their development, attendance, immunization and general health; conducts program registration and maintains appropriate files and waiting lists.
- Prepares reports to Texas Health and Human Services Child Care Licensing and other agencies to ensure the safety and well-being of all children cared for at the college.
- Confers with parents on a regular basis to discuss the development of their enrolled children.
- Serves as a liaison with other units within the College, the community and external agencies in order to provide on available resources, programs and services, including maintaining relationships with parents and prospective clients; provides tours to prospective parents and students.
- Prepares and maintains forms, reports, and records of the child care center; records all fee payments, prepares billing reports and prepares billing late payments; and reviews income and expense, statistical, and budget status reports to ensure effective management of the center.
- Develops grant and contract proposals, as appropriate.
- Assists childcare center staff in preparing for and presenting early childhood programs and assists as necessary with duties of lead instructors.
- Assists with the process for systematic review and evaluation of the child care center functional area at the College, in collaboration with the Vice President of Finance and Administration per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Maintains awareness of best practices, emerging trends and new legislation relating to childcare center services and the childcare development program functional areas.
- Assists with the development, implementation, monitoring, and revision of policies and procedures relating to childcare center services and the childcare development program functional areas.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, faculty and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

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REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of Texas Southmost College.
- Demonstrated knowledge of childcare center operations and services.
- Demonstrated knowledge of applicable the Texas Department of Protective and Regulatory Services and other Federal, State, and local laws, rules, regulations, codes, and/or statutes relating to the child care center operations and child care development.
- Demonstrated knowledge of principles and processes for delivering class-leading customer services. This includes needs assessment, establishing quality standards and metrics for services, and the evaluation of customer satisfaction.
- Demonstrated knowledge of the planning, implementation and monitoring of budgets in an educational environment.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, as well as other state and federal laws and regulations relating to the childcare center and childcare development.
- Demonstrated excellent oral and written communication, interpersonal and leadership skills; ability to work independently.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Budgeting principles and practices.
- Early childhood development principles and practices.
- Ability to effectively supervise and motivate personnel.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Principles and practices of child development and early childhood education.
- Excellent customer service skills and interpersonal skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Ability to perform and excel in a high-tech all-digital environment.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

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REQUIRED EDUCATION AND EXPERIENCE

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 and experience required.

- Bachelor's degree in early childhood education, child development, elementary education, or special education from an accredited college or university **plus** four (4) years of experience working in a child care center, including administrative and supervisory responsibilities **OR** associate degree in early childhood development or child development **plus** eight (8) years of experience working in a child care center, including administrative and supervisory responsibilities.
- At least one (1) year of qualifying teaching experience in a certified childcare center or comparable group care program in the care of preschool age children.
- Experience working effectively in a team environment with a customer service focus.
- Successful completion of Texas Department of Family and Protective Services Licensing Division Background Check.

PREFERRED EDUCATION AND EXPERIENCE

- Administrative experience in a childcare center in a community college setting.
- Bilingual in English-Spanish.

CERTIFICATES AND LICENSURES

- Valid Director Certification from the Texas Department of Family and Protective Services/Texas Health and Human Services Child Care Licensing Division. Pediatric CPR Certification.
- Pediatric First Aid with Rescue Breathing & Choking Certification.
- Food Manager Certification.
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the

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duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/ Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Bachelor's degree in early childhood education, child development, elementary education, or special education from an accredited college or university **plus** four (4) years of experience working in a child care center, including administrative and supervisory responsibilities **OR** associate degree in early childhood development or child development **plus** eight (8) years of experience working in a child care center, including administrative and supervisory responsibilities?
 - Yes
 - No
3. *Do you have at least one (1) year of qualifying teaching experience in a certified childcare center or comparable group care program in the care of preschool age children?
 - Yes
 - No
4. *Do you have experience working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. *Do you have a valid Director Certification form the Texas Department of Family and Protective Services from the Texas Health and Human Services Child Care Licensing Division?
 - Yes
 - No
6. * Can you successfully complete a Texas DFPS Licensing Division Background Check?
 - Yes
 - No
7. *Do you have a Pediatric CPR Certification?
 - Yes
 - No
8. *Do you have a Pediatric First Aid with Rescue Breathing and Choking Certification?
 - Yes
 - No
9. *Do you have a Food Manager Certification?

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- Yes
- No

10. Do you have experience in the administration of a childcare center in a community college setting?

- Yes
- No

11. Are you bilingual in English-Spanish?

- Yes
- No