

Bakersfield City School District
Education Center - 1300 Baker St.
Bakersfield, CA 93305
Personnel Services

TITLE: CHILD CARE CENTER MANAGER

QUALIFICATIONS:

1. Successful completion of college course work in child development or related area; minimum equivalent of associate degree preferred
2. Knowledge of principles of supervision and evaluation
3. Experience in organization and management of child care or similar program
4. Ability to effectively communicate with students, staff and community

REPORTS TO: Principal

SUPERVISES: Staff as assigned

JOB GOAL: To provide meaningful and well-organized child care program

PERFORMANCE RESPONSIBILITIES:

1. Oversees day-to-day operations of extended day child care program
2. Develops and implements tutorial, recreational and playground activities for children participating in extended day care program
3. Establishes effective working relationships with children, staff and community; meets with site staff, parents and others as necessary for planning and maintaining program standards
4. Evaluates and provides training for staff as assigned
5. Creates and maintains an attractive and safe environment; maintains high level of ethical behavior and confidentiality of information about students
6. Maintains necessary files and records; prepares related reports; orders supplies, materials and equipment; maintains inventories
7. Provides specialized care for identified students including health services and personal needs
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; Supervisory salary schedule, Class 9

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.