

JOB DESCRIPTION

Position: Child Care Manager
Responsible To: Assistant Director – EHS & Child Care

Responsible for preparing and conducting weekly lesson plans which provide a developmentally age and stage appropriate curriculum, for supervising teaching staff, and for maintaining compliance with Wisconsin Child Care Regulations.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Early Childhood or Bachelor's degree or advanced degree in a field related to early childhood education and two years classroom work experience with children ages 0-5, with at least one year including supervisory responsibilities. .

For 4K Classroom Teachers only: A Wisconsin DPI license #777-70 (Pre K – 3) or #777-71 (Pre K – 6) – previously # 080-090 or #100-108 - is required. A one step increase will be awarded at the time of hire.

Must obtain and maintain a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) within 3 months of hire and a certificate of completion of Shaken Baby Syndrome and sudden Infant Death Syndrome training prior to working at the center.

Within 6 months of hire obtain a certificate of completion of Social-Emotional Foundations for Early Learning Training.

In accordance with Wisconsin Child care regulations, must be willing to submit to and pass a Criminal Background Check and Background Information Disclosure.

In accordance with Wisconsin Child Care Regulations, must obtain a certificate from the registry of the Wisconsin Early Childhood Professional Recognition system within 3 months after assuming the position.

Must be able to work effectively within multi-cultural situations.

Essential Functions

Employee must be physically and emotionally able to work with young children and successfully pass a physical, TB test and a pre-work screen. Employee must be able to lift and carry up to 50 pounds to maintain the safety of children, and must also have the ability to stoop, kneel, bend, twist, and to pull heavy objects.

Must be able to travel to all work sites in service area and have access to an insured vehicle.

Must be able to communicate clearly through two-way verbal and written communications.

Must have good auditory and visual acuity in order to provide supervision to a group of children.

RESPONSIBILITIES:

In conjunction with other classroom staff, prepare and conduct weekly lesson plans that include child development principles, developmentally appropriate practices (as outlined in NAEYC) and practices as outlined in the program's education philosophy and Creative Curriculum. Developmental themes will be based on children's interest and not preplanned.

Ensure the safety of children through constant supervision.

Ensure the safety of children through the regular practice of emergency procedures.

Will be included in the classroom staffing pattern up to 5 hours a day.

Provide a safe, clean physical environment (space and equipment) by having an effective arrangement of

equipment conducive to learning and reflective of the different stages of development for children. Report facility maintenance issues to Assistant Director.

Responsible for conducting 437.5 hours of 4K services and documenting attendance as required by the school district annually.

Responsible for providing and documenting 87.5 hours of parent outreach for enrolled families as required by the school district annually.

Attend mandatory trainings and meetings as required by the school district.

Complete child progress reports as required by the school district.

Ensure that the classroom follows the Wisconsin Model Early Learning Standards.

Ensure the classroom follows the Social-Emotional Foundations for Early Learning

Responsible for scheduling, supervising, and evaluating work as a first line supervisor; of generally 4-6 teaching staff. This will require reviewing lesson plans, conferences and assessment and ensuring adequate classroom coverage.. Assist with overseeing the work of subordinates, parents, community volunteers, and student workers as needed.

Provide general support to the center as needed, which may include assisting with meal preparation and services and janitorial services.

Responsible for following Licensing Child Care Regulations for the State of Wisconsin, ADA Standards, CAP Employee Handbook and NAEYC Code of Ethics.

Responsible for following the ECD program's Education Philosophy, Child Guidance and Individual Guidance Policy when working with children.

Complete required paperwork in a timely and accurate manner.

Provide an environment of understanding for each child and family, build ethnic pride, develop a positive self-concept, recognize individual strengths, and reinforce social development.

In accordance with Section 4.48.981 of the Wisconsin State Statues, staff are mandated reporters and must report suspected child abuse and neglect.

WORKING CONDITIONS:

A few unpleasant conditions routinely present (cramped working space, inadequate equipment or furnishings). Frequent exposure to contagious diseases, which requires routine precautions.

Occasional heavy stress due to deadlines or work load due to intermittent or cyclical work pressures, or exposure to distressed individuals within the immediate work environment.

Some irregularity in work schedule requiring some evening and weekend hours to accommodate families schedules and needs. Occasional travel required due to home visits and in-service training: 0-50 miles per week.

ADDITIONAL FACTORS:

Requires moderate proficiency at hire

in personal computer skills including the ability to create, edit, and print documents, and the use of basic office equipment.

Requires ability to visualize end results of a single multi-faceted project; involving the integrated tasks of own work and the work of others, subject to check and approval; to develop and coordinate work

procedures to attain results within broad guidelines; to apply policies and practices of the occupation the analysis and resolution of work problems independently, and to detect exceptional cases for referral.

Work is generally diversified or moderately difficult. Requires analysis and judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which their application is not clearly defined. Works towards assigned objectives, using judgment at times to modify methods and standards to meet variations in controlling conditions. Requires the ability to plan and perform a sequence of operations.

Moderate responsibility for decision-making, involving evaluation of available information on the situation. Such decisions must be made in response to changing conditions and often require developing or applying alternative methods. Such interpretive decisions may also involve determining when something will be done or prioritizing tasks for others.

Probable errors may result in losses for materials, supplies or working time or external losses of goodwill or accounts. Errors would be difficult to detect and would not ordinarily be caught by audit or check - would typically become apparent through adverse impact on subsequent operations or events. Work has considerable responsibility for accuracy and results.

Internal contacts with staff, children and parents. Responsible to schedule, supervise and evaluate the work as a "first-line" supervisor. Recommend personnel actions (hiring, terminations, pay changes) of non-supervisory staff.

Frequent external contact to gather information, answer queries, solicit assistance or work with clients (less than 50% of work time)

Requires on-going participation in group strategizing to develop and maintain a cooperative working relationship with all CAP employees, supervisor, children, families, and community volunteers.

This job description is not intended to be all-inclusive. An employee will also perform other reasonable related business duties as required and assigned by the supervisor and other management.

Depending on staffing patterns, some duties listed may be assigned to other staff within the department. These assignments are subject to change at any time.

CAP Services reserves the right to revise or change the job duties and responsibilities as the need arises. The job description does not constitute a written or implied contract for employment.