

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

JOB TITLE	CONTRACT REFERENCE
Tiger Club Classroom Manager	Community Education

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Tiger Club Program Manager, Tiger Club Program Coordinator & Director of Community Education	January 2019

JOB SUMMARY

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Manage the daily operation of the Childcare rooms including: <ul style="list-style-type: none"> • Maintaining a healthy and safe play environment • Planning and implementing activities based on approved curriculum • Maintaining equipment and supplies 	B2
2.	Responsible for parent communication including: <ul style="list-style-type: none"> • Modeling open and positive communication with parents • Responding to daily questions and concerns • Managing daily details and reminders 	B2
3.	Manage CE Instructors and volunteers including: <ul style="list-style-type: none"> • Modeling open and positive communication with staff • Facilitating healthy relationships within the team • Overseeing and implementing daily schedule 	A1
4.	Meet all applicable licensing regulations and all applicable accreditation criteria.	N/B
5.	Participate in team meetings and staff development as directed.	N/B
6.	Other responsibilities or room assignments as directed by the Program Manager or Program Coordinator.	N/B

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Tiger Club Classroom Manager

– Page 2

CONTRACT REFERENCE

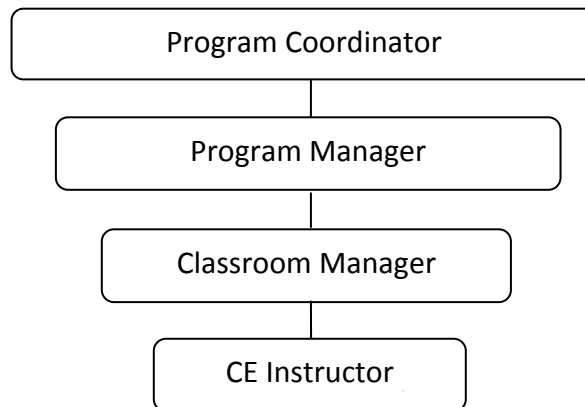
Community Education

MINIMUM QUALIFICATIONS (Specific training or job experience required before appointment)

- Ability to meet Assistant teacher qualifications under DHS licensing Rule 3 and Accreditation Standards
- Prior experience with Childcare Programs, philosophy and services
- Prefer Associates Degree in Education, Early Childhood, School-Age Care, Human Services or related fields

LICENSING AND OTHER REQUIREMENTS:

- Meet DHS rules and Accreditation Standards and qualify as Assistant teacher under those requirements.
- Satisfactory criminal background check.

ORGANIZATIONAL RELATIONSHIPS**SYMBOLS**

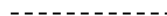
DIRECT SUPERVISION



INDIRECT SUPERVISION



WORK DIRECTION



ADVISE/INFORM



PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

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– Page 3

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Community Education

Not to exceed 40 hours per week.