

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE	CONTRACT REFERENCE
Tiger Club Program Manager	Community Education

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Tiger Club Program Coordinator & Director of Community Education	April 2017

JOB SUMMARY

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Oversee operation of the Childcare rooms including: <ul style="list-style-type: none"> • Designing a healthy and safe play environment • Planning activities based on approved curriculum • Acting as a role model by nurturing relationships, guiding and redirecting participants' behavior
2.	Responsible for parent communication including: <ul style="list-style-type: none"> • Modeling open and positive communication with parents • Arranging tours and intakes; scheduling participants • Responding to questions and concerns • Assessing participants' development with semi-annual progress reports to parents (Birth to 5)
3.	Supervise Classroom Managers and CE Instructors including: <ul style="list-style-type: none"> • Modeling open and positive communication with Classroom Managers, CE Instructors and volunteers • Providing hiring input to Program Coordinator and staff orientation to new employees • Creating staff schedules • Tracking staff time and time off approvals • Providing performance coaching and evaluations • Facilitating team meetings
4.	Meet all applicable licensing regulations and all applicable accreditation criteria.
5.	Participate in team meetings and staff development as directed.
6.	Other responsibilities or room assignments as directed by the Program Coordinator or Director of Community Education.

JOB TITLE

Tiger Club Program Manager

– Page 2

CONTRACT REFERENCE

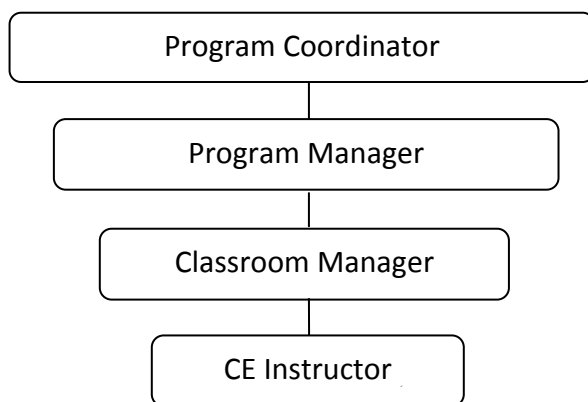
Community Education

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

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

LICENSING AND OTHER REQUIREMENTS:

- Meet DHS rules and Accreditation Standards and qualify as 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

Not to exceed 40 hours per week.