

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-2300

JOB TITLE: *Child Development Manager*
WORK YEAR: *180 –220 Dependent on Site*

JOB DESCRIPTION: Under the general direction of the Administrator of Child Development, to provide leadership and direction to the Child Development Aides. Must also provide program leadership and coordination of enrichment activities for groups of children enrolled in the After School Program. Is responsible for program operations as assigned. Persons employed as a Child Development Manager must demonstrate a desirable example of appearance, grooming, and personality. They must also demonstrate initiative, tact, patience, good judgment, and confidentiality.

ESSENTIAL JOB TASKS:

1. Responsible for daily operation of site..
2. Enrolls all families to After School_Programs at site.
3. Responsible for maintaining family files.
4. Assists in developing site lesson plans and snack menus.
5. Attends necessary staff meeting and in-service trainings.
6. Orders food and supplies for site.
7. Meets as necessary with site staff and program director to discuss activities, snacks and program concerns.
8. Responsible for daily activities for assigned group of children.
9. Plans and coordinates the work of the Child Development Aides.
10. Maintains standards of student behavior needed to achieve a desirable atmosphere and psychological security within the program.
11. Maintains functional and attractive physical environment.
12. Assists in planning monthly activities for assigned group of children.
13. Communicates with parents, and attends parent meetings when necessary.
14. Responsible for neatness, cleanliness of the site.
15. Responsible for security, including locking of site at end of shift.
16. Performs other duties as assigned.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of:
 - * Laws and regulations relating to child development, services and methods.
 - * General child behavior.
 - * Basic methods used in monitoring children's activities.
 - * Knowledge of children's developmental stages and needs; games, sports, arts, crafts, music and recreational activities.

2. Ability to:

- * Maintain cooperative and harmonious relationships with administration, staff, parents and community at large.
- * Follow oral and written directions.
- * Relate effectively with a wide variety of professional staff members and community at large.
- * Communicate with others in an effective and sensitive manner, both orally and in writing.
- * Read, write and speak correct English.

3. A High School diploma or equivalent.

4. Minimum of twelve (12) semester units in child development preferred.

5. NCLB Compliant.

6. Recent experience working with school age children.

7. Valid First Aid and CPR certification desirable.

8. Possession of a valid California Driver's License with proof of auto insurance.

9. Private Transportation

10. Pass a physical for the position.

SALARY: *Placement on the CSEA Salary Schedule, Range I*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: February 15, 2011