

BASE49 MANAGER

Job Title:	BASE49 Manager
Initial:	
Revised:	October 23, 2019
Work Year:	Full Year
Office:	Education
Department:	BASE49 Program
Reports To:	Director of Culture & Services
FLSA Status:	Exempt
Pay Range:	Professional Technical Range 3

Related Organization Chart



SUMMARY: The BASE49 Manager effectively leads, operates and manages all aspects of the BASE49 Before and After School program to include ensuring quality care and education for children; achievement of financial targets; applying rigorous, proactive cost controls; incorporating active continuous improvement of quality of operations; demonstrating results in employee development and contribution; delivering excellent customer service by conducting instructor observations and providing prompt feedback; developing and retaining business; keeping accurate records of student attendance and program results; and ensuring legal compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Earns and sustains the public’s trust through honest, truthful, and responsible conduct, transactions, partnerships and relationships.
- Actively leads teaching staff in the execution of the program goals and initiatives.
- Ensures effective site operations through proactive practices and by following district policies and procedures.
- Ensures Site Leaders develop and maintain a system for promoting continuous quality improvement in programming and services.
- Builds and implements a training and a professional development plan that promotes learning, skill development, and advancement for self and BASE49 staff.
- Anticipates staffing needs and prepares staffing schedule to ensure that state regulations are met at all times.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- Tracks all monetary transactions with clients and ensures that all related record keeping requirements are met. Enforces company tuition requirements and appropriately imposes policy regarding non-payment of tuition.
 - Ensures each site program is in compliance with State of Colorado School Age Child Care Regulations.
 - Communicates with zone and other district leaders in regard to the program operations and functioning.
 - Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a district representative.
 - Intentionally collaborates with colleagues, district leadership, and other stakeholders to improve program quality.
 - Complies with School District 49 contract and state regulations regarding the care of children.
 - Maintains positive communication with parents/clients. Recognizes parent/client concerns, evaluates course of action and responds professionally to the needs of the parents/clients.
 - Maintains a high degree of customer service, strengthening partnerships with teachers, educational specialists, school/district administrators, and parent/teacher organizations, resulting with goals being met.
 - Achieves financial results. Performs budget analysis, expense reviews, P&L analysis, and general ledger reconciliations. Makes necessary changes by flexing personnel and variable cost expenses to the revenue generation.
 - Actively partners with school personnel, zone leaders, and principals to create marketing strategies that maximize utilization and enrollment.
 - Responds to all enrollment inquiries; provides facility tours and give detailed information about the company philosophy, programs and procedures.
 - Consistently grows the business with new enrollment per location and retention.
 - Visits each program at least twice per month to teach and manage quality programming. Provides necessary feedback to site staff and helps devise site action plans when necessary.
 - Attends and participates in a variety of meetings (district, local community, local and state child care licensing) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities, program growth and quality, and professional development.
 - Researches a variety of topics (e.g. grants, community service organizations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
 - Stays apprised of all licensing regulations changes to ensure compliance.
 - Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- Supervises all BASE49 staff. Evaluates and documents staff job performance. Provides coaching and strength building to BASE49 staff on an ongoing basis.
- Recruits, interviews, hires, and trains qualified employees and provides appropriate counseling as required.
- Provides orientation and training for all site staff to ensure staff comply with all: applicable federal and state laws; district policies and procedures; proper implementation of approved curriculum; and licensing requirements when necessary.
- Ensures all staff receive at least the minimum amount of professional development/ongoing education hours required by Colorado State Licensing.

Budget Responsibility:

- Manages the BASE49 program budget.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- CPR and First Aid Training required within 30 days of hire.
- Universal Precautions Training required within 30 days of hire.
- Mandated Reporter Training required within 30 days of hire.
- Medication Administration training within 30 days of hire.

Required – State Licensing requirements for a Program Director.

At a minimum must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H. Additionally, the Program Manager must have completed at least one of the following qualifications:

- A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field; or
- Two years of college training and six (6) months of satisfactory and verifiable full- time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children; or
- Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of four (4) or more children. Must complete six (6) semester hours, nine (9) quarter hours in course work from a regionally accredited college or university, or forty (40) clock hours of training in course work applicable to school-age children within the first nine (9) months of employment.

Experience:

- Experience working within a childcare, daycare or education setting.
- Experience in business management and customer service preferred.
- At least one year of managerial or supervisory experience preferred.

Knowledge Skills & Abilities:

- Outstanding interpersonal and customer service skills.
- Extensive knowledge of financial management.
- Working knowledge of standard office equipment.
- Ability to plan and manage projects and programs.
- Ability to develop and maintain effective working relationships.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Ability to perform basic math; read technical information, compose a variety of documents, facilitate group discussions and analyze situations to define issues and draw conclusions.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-
- Knowledge of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; teaching strategies; working with families and stages of child development.
 - Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required.
- TRAILS background check required.
- Valid Colorado driver's license required for hire with specific endorsements, if needed, for van and/or short bus driving.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, climb or balance, stoop, kneel, bend, twist, crouch and handle materials. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment:

While performing the duties of this job, the employee will work primarily in a usual office or school environment. Must be willing and able to travel to each location.

Mental Functions:

While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.