UNIVERSITY OF SOUTHERN CALIFORNIA
Manager, Child Care
Job Code: 159025

Grade: K
OT Eligible: No

JOB SUMMARY:
Manages, organizes and administers the operations and delivery of services for a child care program including planning, scheduling, program evaluation, policy development and implementation, personnel administration, budget and proposal development. Ensures program meets child care licensing requirements, applicable health and safety regulatory requirements, and accreditation standards for providing care and education. Has authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. Oversees maintenance of records and documentation and files reports as required by governmental or agency guidelines and regulations.

JOB ACCOUNTABILITIES:

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<th>E/M/NA</th>
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<td>Manages a child care program and delivery of services that include basic care, education, social service, and nutrition. Contributes to the planning and development of child care program objectives and content. Assesses quality of child care program operations and services. Makes recommendations to modify existing child care program or creates new child care program services to maintain or enhance program standing.</td>
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<td>Ensures child care program meets child care licensing requirements, applicable health and safety regulatory requirements, and accreditation standards for providing care and education. Has responsibility to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. Oversees maintenance of records and documentation and files reports as required by governmental or agency guidelines and regulations.</td>
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<td>Directly supervises all assigned subordinate staff. Recruits, screens, hires, and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.</td>
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<td>Liaises with parent groups and coordinates the implementation of support services and activities. Ensures quality customer service standards are met. Implements suggestions received from parents as appropriate.</td>
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<td>Develops and maintains effective communications program within the child care center. Ensures timely reciprocal exchange of information between Program Director/Program Manager, staff and parents.</td>
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<td>Develops and recommends child care program operating and administrative policies. Manages the dissemination, interpretation and application of program policies and recommends approval of exceptions. Ensures adherence to established admissions guidelines.</td>
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Develops and manages a child care program budget. Recommends or makes budgetary resource allocations. Monitors and controls income and expenditures. Analyzes variances and coordinates with appropriate fiscal office. Provides financial status reports as required.

Represents the child care program to parents, the local community, regulatory agencies and donors or funding sources. Provides information and ensures effective relations. Resolves questions, issues and/or problems as they arise.

Assists with proposal development. Interacts with funding agencies and/or donors as required. Ensures program operations are in compliance with all requirements whether donor, grant or regulatory agencies.

Manages the maintenance and enhancement of required recordkeeping systems, including those required under licensing.

Assists with or manages the maintenance of the child care physical plant, parking facilities, play yards and outside equipment.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No  ☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Bachelor's Degree

Minimum Experience:

5 Years

Minimum Field of Expertise:

Early child care education and experience in a large scale child care facility. Must meet the qualifications and requirements of the California Child Development Permit Matrix.

Preferred Education:

Master's Degree

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Counseling
Curriculum development
Development/fundraising
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Public relations
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/Training

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
Supervises employees and student workers

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Professional/Paraprofessional
Service/Maintenance

SIGNATURES:
Employee: ___________________________  Date:____________________________
Supervisor: ___________________________  Date:____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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