JOB DESCRIPTION
Williamson County School District

SACC CHILD CARE FIELD MANAGER

Purpose Statement
The job of the SACC field manager was established for the purpose/s of ensuring SACC programs follow proper procedures and regulations related to state licensing; supervising district afterschool programming services and activities; overseeing assigned personnel; and monitoring accounting procedures to ensure efficient and effective operations. The job also ensures sites provide quality programming in a safe, nurturing, and familiar environment which supports the student’s interests in physical, social, and cognitive development by providing students with the opportunity to complete homework, play independently, and participate in structured enrichment activities when school is not in session.

This job reports to SACC coordinator.

Essential Functions
- The job supervises site leaders, assistant site leaders, child care workers, enrichment employees, homework club teachers in assigned region.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages a variety of school administrative functions for the purpose of enforcing SACC, state, school, and district policy and maintaining safety and efficiency of school operations.
- Prepares a wide variety of materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Directs and leads site leaders, assistant site leaders, child care workers, and enrichment workers for the purpose of providing and effective SACC program and addressing the needs of individual students.
- Develops, plans, and implements educational and recreational programming for students.
- Participates, plans, and carries out a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and improve SACC programming. This will include new hire training, site leader meetings, and assistant site leader training.
- Assist with interviewing and new hire of hiring child care workers.
- Conducts monthly site visits at assigned schools to monitor the quality of programming. Step into site and assist with programming as needed.
- Overseer and support site leader with B.A.S.E club implementation and promotion.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.
**ABILITY** is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances including working with data utilizing defined but different processes, and operating equipment using standardized methods. Problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships, adapting to changing work priorities, maintaining confidentiality; and working flexible hours.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

**Experience**

Job related experience with increasing levels of responsibility is required.

**Education**

High school diploma or equivalent.

**Equivalency**

None Specified

**Required Testing**

None Specified

**Certificates and Licenses**

Reliable transportation, CPR and first aid certification

**Continuing Education/Training**

Must meet and maintain training requirements as set forth in the State of Tennessee Licenser Rules for Child Care Center Rule 1240-4-3-07

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non-exempt

**Approval Date**

**Salary Grade**