



SACC ASSISTANT PROGRAM MANAGER

Job Overview

Under the direction of the SACC Program Supervisor, the School Age Childcare (SACC) Program Manager administers and supervises the SACC program in accordance with school district policies and in compliance with State and Federal regulations to provide the best possible experience for each student in the SACC program.

This job reports to the SACC Program Supervisor.

Job Functions

- Assists the SACC Program Supervisor by overseeing and performing administrative duties for the district-wide School Age and Child Care Program.
 - Determines methods of operation and/or resources needed for the program.
 - Monitors and makes adjustments to the program as needed.
 - Establishes, implements, and modifies policies and procedures within established guidelines.
 - Ensures compliance with school district policies, State of Tennessee Licensure Rules for Child Care Center Rule 1240-04-03, and federal regulations.
 - Prepares, administers, and monitors the budget for the program.
 - Prepares a wide range of materials (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) to document activities and issues, meet compliance requirements, provide audit references, make presentations, and/or provide supporting materials for requested actions.
 - Collaborates with internal and external personnel (e.g., other administrators, auditors, public agencies, community members and civic leaders, etc.) to implement and/or maintain services and programs.
 - Seeks funding through grants offered by appropriate governmental and private agencies.
 - Maintains necessary record keeping system and records.
 - Keeps abreast of trends and developments in the child development field, child safety requirements, grant opportunities, etc. to determine impact on operations or other changes related to SACC.
- Oversees program services.
 - Oversees child care protocols and the more complex duties involved in providing services.
 - Assists staff with difficult situations or concerns.
 - Monitors program to ensure that proper services are provided.
 - Ensures adequate staff availability and schedule during school year and on operational days.
 - Oversees field trip coordination and ensures compliance with supervision standards for off-site activities.
 - Communicates rules, policies, and procedures to customers and/or the public as needed.
- Supervises employees.
 - Assigns and reviews work.
 - Evaluates and reviews employee performance.
 - Interprets rules, policies, and procedures for staff members.
 - Counsels with and corrects employees as needed.
 - Trains employees in accordance with State of Tennessee Licensure Rules for Child Care Centers.
- Serves as designated SACC Program Manager in the absence of the SACC Program Supervisor.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

Generally, the job requires 30% sitting, 20% walking, and 50% standing.



Physical Requirements: 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. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility is required with at least two years' experience managing youth or after school programs is required.

Minimum education: 2 years of college in education or a related field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; teaching strategies; working with families; and child development to ensure a developmentally appropriate curriculum.
- Knowledge of administrative theories and practices, applicable laws, codes, regulations, policies and procedures.
- Knowledge of the principles and practices of managing a child care program including the State of Tennessee Licenser Rules for Child Care Center Rule 1240-04-03.
- General knowledge of budgeting and purchasing.
- Skill in problem solving.
- Ability to operate standard office equipment including pertinent software applications.
- Ability to prepare and maintain accurate records and compose a variety of documents.
- Ability to train and evaluate employees.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing.

Required Testing: None Specified

Continuing Education/Training: Must meet and maintain all applicable requirements and training requirements as set forth in the State of Tennessee Licenser Rules for Child Care Center Rules 1240-04-03.

Required Certificates and/or Licenses: Valid Driver's License, CPR and First Aid certification

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.