



SACC FIELD MANAGER

Job Overview

Under the direction of the SACC Program Supervisor, the School Age Childcare (SACC) Field Manager monitors district assigned SACC sites 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

- Supervises Site Leaders, Assistant Site Leaders, child care workers, and other SACC program employees in assigned region to provide an effective SACC program and address the needs of individual students.
 - Assists with hiring and training employees in accordance with State of Tennessee Licensure Rules for Child Care Centers.
 - Assigns and reviews work.
 - Evaluates and reviews employee performance.
 - Interprets rules, policies, and procedures for staff members.
 - Counsels with and corrects employees as needed.
- Ensures compliance with school district policies, State of Tennessee Licensure Rules for Child Care Center Rule 1240-04-03, and federal regulations.
 - Monitors program sites to ensure that proper services are provided.
 - Facilitates communication between personnel, students and /or parents for the purpose of evaluating situations, solving problems, and/ or resolving conflicts.
 - Communicates rules, policies, and procedures to customers and/or the public as needed.
 - Conducts monthly site visits at assigned schools to monitor the quality of programming and assist with program management.
- Performs administrative duties.
 - Prepares a variety of materials for the purpose of documenting activities, providing written reference, and/or conveying information.
 - 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.
 - Participates in, plans, and carries out a variety of meetings and professional development activities to convey and/ or gather information required to perform functions and improve SACC programming.
 - Tracks budget expenditures.
- Serves as SACC Site Leader as assigned and/or in the absence of regularly assigned SACC Site Leader.
- 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.

Minimum education: High school diploma or equivalent.

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

- Working 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.
- Working knowledge of administrative theories and practices, applicable laws, codes, regulations, policies, and procedures 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 and conflict resolution.
- 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.