



USC University of
Southern California

Manager, Child Care Job Description

JOB INFORMATION

Job Code:	159025
Job Title:	Manager, Child Care
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Child Care/Education Services
Job Family Group:	Child Care Services
Management Level:	5 Manager

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 QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Early child care education and experience in a large scale child care facility.

Licenses

Req	Pref	License(s)
X		California Commission on Teacher Credentialing Child Development, Program Director's Permit.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
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.				
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.				
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.				
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.				
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.				
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 record-keeping 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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.