



PERSONNEL COMMISSION

Class Code: 5222
Salary Range: 24 (M2)

KIDS' CLUB ASSISTANT MANAGER

JOB SUMMARY

Under general direction, assist in planning, organizing and managing the daily operations and activities of the District's Kids' Club Program; train, supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in planning, organizing and managing the daily operations and activities of the District's Kids' Club Program; assure smooth and efficient delivery of services and compliance with applicable laws, codes, rules and regulations. **E**
- Train, supervise and evaluate the performance of assigned staff; assure appropriate staffing levels and coverage; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Identify program needs and assist in developing long and short-range goals; conduct site on-site visitations, assessments and needs analysis; advise the Kids' Club Manager of unusual trends or problems and recommend appropriate corrective action. **E**
- Participate in the development of the annual preliminary program budget; monitor program and site budgets, fee collection systems, and enrollment procedures; control and authorize expenditures in accordance with established limitations. **E**
- Participate in the development and facilitation of fundraising activities, an active marketing program, and establishing and maintaining community and business partnerships; promote positive community relations. **E**
- Research and evaluate new activities, program enrichment opportunities, materials, equipment and supplies. **E**
- Communicate with District and site staff, parents, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. **E**
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities and personnel; compose correspondence. **E**
- Attend and participate in workshops, in-services, staff meetings and training programs; schedule, coordinate and facilitate in-service training for staff; prepare and deliver oral presentations. **E**

- Administer first aid or necessary physical assistance to ill or distressed children; may administer prescribed medication in accordance with established District procedure. ***E***
- Serve as the Kids' Club Manager in the absence of the Manager as assigned.

Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Kids' Club Assistant Manager assists in planning, organizing and managing the daily operations and activities of the District's Kids' Club Program. The primary operations of the program are delivering child-care at various sites before and after school times, ranging from 6:30 a.m. to 6:30 p.m. Positions in this classification do not participate in providing K-12 curriculum-based instructional assistance and are therefore exempted from the No Child Left Behind Act requirements.

EMPLOYMENT STANDARDS

Knowledge of:

Current theories and practices of child development.
Principles and practices of supervision and training.
Child guidance principles and practices.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.
Policies and objectives of assigned program and activities.
Operation of office equipment including a computer and assigned software.
Budgeting practices regarding monitoring and control.
Oral and written communication skills.

Ability to:

Assist in planning, organizing, and managing the daily operations and activities of the District's Kids' Club Program.
Train, supervise and evaluate the performance of assigned staff.
Interact with parents and others in a direct, professional manner.
Demonstrate flexibility, understanding, and patience, toward students and parents.
Interpret, apply and explain Kids' Club and District rules, regulations and daily practices.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Compose correspondence and written materials.
Monitor and maintain assigned budgets and expenditures.
Maintain records and files and prepare reports.
Plan and organize work.
Administer first aid or necessary physical assistance to ill or distressed children.

Administer prescribed medication in accordance with established District procedures.
Operate a variety of office and classroom equipment including a computer and assigned software.

Speak effectively and make public presentations to large and small groups.
Demonstrate leadership and managerial skills.

Education and Training:

Bachelor's degree in early childhood education, child development, social sciences, recreation or a closely related field, or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

Experience:

Three years of supervisory experience in an extended day care or similar recreation program with comprehensive theme-based activities.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of personal automobile and possession of a valid California Class C driver's license.

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

WORKING CONDITIONS:

Office and classroom environment.
Evening and varied hours.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to assist children.
Reaching overhead, above the shoulders and horizontally.
Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Hearing and speaking to exchange information in person and on the telephone.
May include lifting, pushing, pulling or crawling on the floor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/23/16