

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b> Site Manager Employee Child Care	<b>Wage/Hour Status:</b> Non-Exempt
<b>Reports To:</b> Coordinator Campus Support Services	<b>Pay Range:</b> 822
<b>Dept./School:</b> Employee Child Care	<b>Date Revised:</b> 7/1/2020

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**Primary Purpose:**

Responsible for managing the daily operation of the Plano ISD Employee Child Care, and supervising employees at the specified employee childcare location following Texas Health and Human Services/ Child Care Licensing and Plano Independent School District guidelines.

**Qualifications:**

**Education/Certification:**

Certified by Texas Health and Human Services/ Child Care Licensing to have met education and experience requirements to be a director of a childcare center

Bachelor's Degree (preferred)

Per Texas Health and Human Services, employees must attend a pre-service training (24 training hours) within 90 days of hire for new employees in licensed centers who have less than 2 years' experience in regulated child care; the 24 hours MUST be completed before the employee will be counted in the child/caregiver ratio. Employees will not be compensated for pre-service hours. Must be 18 years of age or older

**Special Knowledge/Skills:**

Knowledge and implementation of Minimum Standards for Directors as mandated by the Texas Health and Human Services/ Child Care Licensing

Demonstrates good judgment in decision making and initiative

Comprehensive knowledge of childcare operations and proven success implementing programs for children based on developmentally appropriate practices

Strong organizational, communication, public relations, computer and interpersonal skills

**Experience:**

Minimum of two years of teaching experience

Three to five successful years' experience managing childcare facilities (preferred)

Evidence of experience in managing a budget (preferred)

**Major Responsibilities and Duties:**

Oversee the day to day functioning of the childcare center by managing staff at site, overseeing orientation of new staff members and acting as a liaison between the school and other departments (maintenance, central, etc.)

Implement policies and procedures for the operation of the childcare center

**Job Title:** Site Manager Employee Child Care

Ensure the safety and protection of the children at the childcare center

Develop an understanding of the core components of Social and Emotional Learning (SEL)

Assist in implementing Social and Emotional Learning (SEL) techniques in the classrooms for early childhood I

Assure the center adheres to the budget and the program is cost effective

Develop appropriate curriculum for the children that is suitable for the child's age, developmental stage, and personal interest

Provide accurate and meaningful Annual Performance Evaluations for all childcare staff with guidance from the coordinator

Attend bi-monthly meetings with coordinator to discuss over all operation of center including but not limited to: Enrollment, staff, attendance, parent concerns, supplies, curriculum and special activities

Provide assistance with training and professional development of all childcare staff

Assure consistent compliance with all Texas Health and Human Services/ Child Care Licensing Minimum Standards and Plano ISD, including maintenance of annual fire, health and gas line inspections

Maintain high quality childcare standards based on developmentally appropriate practices

Oversee the maintenance of staff and children's files according to Texas Department of Health and Human Services/ Child Care Licensing requirements

Maintain open, consistent and effective communication with parents, providing parent education training, assistance and support as needed

Attend professional development seminars to maintain an understanding of the current best practices of curriculum and administrative functions of a child development program

Attain and maintain membership in Texas Child Care Associations for the betterment of young children

Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

**Supervisory Responsibilities:**

Supervise all staff of the childcare center

Provide immediate feedback to staff, when needed

Oversee and be knowledgeable of activities throughout the center

Provide guidance and model to staff, when needed

Provide immediate response and intervention during emergencies to staff and children

**Job Title:** Site Manager Employee Child Care

**Working Conditions:**

**Mental Demands:**

Interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Frequent district wide and / or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator      **Date:** 7-1-2020

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_