

**JOB TITLE: CHILD CARE ITINERANT SITE MANAGER**

**JOB DESCRIPTION:**

This employee will be assigned to various PLACE sites as needed. He/she will be responsible for the coordination, supervision and management of that particular child care facility for the duration of that assignment.

Duties to be performed at each temporary assignment include but are not limited to:

1. Coaching staff on site.
2. Communicating effectively with parents/guardians, district office staff, children, and the school.
3. Helping to maintain center compliance with federal, state, local licensing standards, grant requirements, and School Board policies/procedures.
4. Maintaining expenditures within the center budget.
5. Preparing and maintaining accurate records.
6. Guiding and supervising children.
7. Maintaining a safe environment for children.
8. Planning, implementing, and approving enrichment activities for children.
9. Administering the School Board's fee collection procedures.
10. Reviewing, approving, and submitting information as required.
11. Maintaining a neat, clean, well-organized work area.
12. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Associate's degree, including 12 credit hours in early childhood or elementary education or three years of experience in child care.
2. Meet all legal requirements for child care workers in the State of Florida.
3. Pediatric first aid and CPR certifications.
4. Ability to accurately perform specific bookkeeping tasks.
5. Working knowledge of computers.
6. Communicate effectively orally and in writing.
7. Be at least 21 years of age.

**DESIRED QUALIFICATIONS:**

1. Hold the position of Child Care Site Manager for the PLACE Program or the equivalent for three years.
2. Experience in supervising adults.
3. Experience with subsidized funding and Department of Children and Families (DCF)/Youth and Family Alternatives (YFA) child care licensing/monitoring.