

JOB TITLE: CHILD CARE SITE MANAGER (CYESIS)

JOB DESCRIPTION:

This employee is responsible for the coordination, supervision and management of the operation of a Cyesis child care center.

Essential functions of this position include but are not limited to:

1. Maintaining center compliance with Federal, State, and local licensing standards and Pasco County School Board policies/procedures.
2. Establishing and maintaining control and providing for the safety of the children.
3. Hiring, supervising and evaluating staff within Pasco County School Board guidelines.
4. Planning, implementing and critiquing enrichment activities for children to meet the physical, social, emotional, and intellectual needs of each child, which promote self-expression, creativity, imaginative play, language stimulation, thinking skills, and positive relationship development.
5. Communicating effectively with parents, staff, children, and school, while maintaining confidentiality of the children and their families.
6. Preparing and maintaining accurate records, including the preparation of reports.
7. Performing routine bookkeeping tasks.
8. Assisting in the selection and purchase of supplies, equipment, toys, books, and other materials.
9. Oversight of food preparation, distribution, and associated record keeping.
10. Maintaining a neat and clean work area.
11. Identifying staff development needs, assisting in staff development activities, and monitoring compliance with required DCF courses for staff.
12. Assisting in program evaluation activities including data collection.
13. Evaluating the growth and development of the children (Ages & Stages) and providing appropriate feedback to the Cyesis School Nurse.
14. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. High School Diploma or equivalent.
2. State of Florida Child Care Director Credentials
3. Three (3) years of child care experience or associate's degree including 12 hours in early childhood or elementary education.
4. Meet all legal requirements for child care workers in the State of Florida.
5. Ability to accurately perform routine bookkeeping tasks.
6. Be at least 21 years of age.
7. Ability to relate well to children and maintain confidentiality.
8. Willingness to participate in appropriate DCF required training activities and infant/child CPR and first aid training.

Child Care Site Manager (Cyesis)
Page 2

DESIRED QUALIFICATIONS:

1. Child Development Associate (CDA) or AA degree.
2. Previous child care experience
3. Infant/Child CPR and First Aid certification.