



Technical Professional – School Age Child Care - Site Manager I

Start Date: Spring Semester 2015

Location: Hosted in Lakewood/Morrison, Colorado

Salary: \$28,500 – 30,500/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/hr/benefits.htm>.

Application Close Date: Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on December 22, 2014.

Purpose Statement

The Site Manager I position supports working families by providing a quality program for the whole child during before and after school time. The position establishes and maintains onsite SACC programs by developing curriculum, managing enrollment of children, train and supervise employees, as well as strategically collaborating with accounting departments, families, RRCC employees, and Jefferson County school district employees.

Responsibilities

Enroll and supervise children, insuring their safety and complying with the Department of Human Services Early Care and Learning rules and regulations for Colorado Child Care Licensing requirements. Work split shift during school year or as deemed necessary. Present a positive image of the program and promote RRCC School Age Child Care program to the community, securing program enrollment of a minimum of thirty (30) children per day. Act as a liaison between School District personnel in the Elementary School and RRCC School Age Child Care. Connect with Principal, Teachers, Facility Managers, families and various other individuals who have an interest in children's well-being and ensure a safe quality program for children. Advocate for diversity, learning, care for the whole child during out of school time.

Develop, implement and evaluate STEM and Core Competency curriculum for children ranging in ages five to twelve years old. Promote an educational environment and create calendars, newsletters, and other materials to share with parents and the school. Organize and facilitate extracurricular clubs and parent

advocacy teams for the advancement of RRCC School Age Child Care program within the school and community.

Complete administrative duties (i.e. CCAP, billing clients, filing, copying, submitting budget information, and compiling weekly attendance for facility use invoices). Prepare weekly accounting information for the office and submit budget, expenses and receipts. Complete necessary paperwork to maintain license and quality assessment program for the program.

Supervise, train and evaluate Group Leaders, hold weekly meetings and attend other meetings (i.e. Principal, Facility Manager, Teachers, Site Manager Meetings & One-on-One meetings, and cluster meetings. Submit agendas for meetings and support professional development of employees.

Secure supplies, materials and groceries for program, submit supporting documentation, manage program budget and reconcile expenses. Maintain equipment and keep in good condition.

Qualifications

Minimum Qualifications: Minimum qualifications outlined according to Colorado Department of Human Services. BA/BS in recreation, education, early childhood, human development related field or AA or two years college with six months experience with groups of children ages 5-12 years, or, 4 years full time experience working with children ages 5-12. First Aid/CPR and Universal Precautions certifications. Verifiable hours: 2 years full-time experience or part-time equivalent supervision of four or more children since attaining the age of 18. Computer skills and strong communication skills.

Preferred Qualifications: BA/BS in recreation education, early childhood, human development, or a related field. First Aid/CPR, Universal Precautions, and Medication Administration. Three to five years childcare experience.

To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. A resume will not be accepted in place of a completed application.

About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: www.rrcc.edu/hr/jobs.htm. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

Red Rocks Community College

Red Rocks Community College | Position Announcement

13300 W. Sixth Avenue, Campus Box 17
Lakewood, CO 80228-1255
Phone: 303-914-6570
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. Bill.Dial@rrcc.edu

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.