# Technical Professional – Program Manager, School Age Child Care 400580

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| **Start Date:** | Fall Semester 2015 |
| **Location:** | Red Rocks Community College, Lakewood, Colorado |
| **Compensation & Benefits:** | $40,000 – 45,000/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information. |
| **Application Close Date:** | Open until filled. Please submit applications to RRCC Human Resources. |

## Summary

This position exists to build, support and increase the quality of Red Rocks Community School-Age Child Care programs. The position will oversee and support 6-10 programs by hiring staff, training staff, enhancing curriculum development, completing observations and assessments of programs and making community connections with school districts RRCC SACC serviced in the Westminster, Wheatridge, and Arvada area.

## Responsibilities

Hire, train, and support Site Managers and Group Leaders to comply with the Colorado Dept. of Rules and Regulations, Jefferson County Department of Health, Metro Fire Department, Nurse Consultant and Medication Administrative Requirements/Delegation. Coordinate staffing for the North Cluster Programs and create a professional development plan for all staff. Ensure ratio, supervision, and safety of all children. Facilitate staff meetings, review employee credentials, approve schedules and create a healthy, flexible team for the year round needs of the program.

Train, strategize and implement plans for curriculum development that include intentional learning, problem solving strategies, Rule and Regulations, SACERS, National Accreditation practices, and

Common Core Standards.  Assist Director in creating a strategic plan to maintain all licensed programs, to receive four star quality ratings and to get 75% of programs nationally accredited.

Project, monitor and reconcile program expenditures, according to the established budget.  Keep financials and expenses streamlined.  Monitor and regulate purchases according to state procurement card regulations.  Analyze/strategize and develop staffing patterns for efficiency.  Target minimum enrollment programs and work with Site Managers to raise enrollment to 30+ kids per day.

Advance the reputation and client market of RRCC SACC programs by building community relations with Principals, Parents, and community businesses.  Distribute annual surveys for parents, school personnel, and children.  Evaluate and observe programs outside of the RRCC SACC family to build community, innovation for quality and networking opportunities for professional development.  Create communication and advertisement to showcase and communicate the benefits of OST programs.

Support Site Managers with student's behavior concerns and action plans as needed.  Be available for parent meetings and negotiations with others who collaborate with RRCC SACC.

## Qualifications

**Minimum Qualifications:**
o Bachelor Degree BA/BS
o Director Certification
o Four years fulltime experience in Education or childcare field
o Familiar with the Westminster, Arvada, Wheatridge area (Willing to travel)
o Knowledge and understanding of STEM, Core Competencies and curriculum development

**Preferred Qualifications:**
o Masters Degree MA/MS in Early Childhood Education, Education, Recreational Services, Human Services/Social Work
o Two years management experience
o Knowledge and understanding of networking, hiring, assessments and strong computer skills

## 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. A response of "see resume" will not be considered.**

## 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: http://www.rrcc.edu/human-resources/jobs. Application documents may be emailed to hrjobs@rrcc.edu or mailed directly to:

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Lakewood, CO 80228-1255
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FAX: 303-914-6800