



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

<b>Start Date:</b>	Fall Semester 2015
<b>Location:</b>	Red Rocks Community College, Lakewood, Colorado
<b>Compensation &amp; Benefits:</b>	\$40,000 – 45,000/annualized. RRCC also offers a comprehensive benefits package. Details at <a href="http://www.rrcc.edu/human-resources/benefits-information">http://www.rrcc.edu/human-resources/benefits-information</a> .
<b>Application Close Date:</b>	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on September 18, 2015.

### **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, Broomfield, 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:

- BA/BS in Early Childhood Education, Education, Recreational Services, Human Services/Social Work
- Director Certification
- Four years fulltime experience in Education or childcare
- Familiar with the Westminster, Arvada, Wheatridge area (Willing to travel)
- Understanding of STEM, Core Competencies and curriculum development

### Preferred Qualifications:

- MA/MS in Early Childhood Education, Education, Recreational Services, Human Services/Social Work
- Two years management experience
- Knowledge in Excel, Networking, hiring and assessments

## 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.

## Red Rocks Community College | Position Announcement

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](mailto:hrjobs@rrcc.edu) or mailed directly to:

Red Rocks Community College  
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 Dr. 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](mailto: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.*