



Technical Professional – School Age Child Care – Site Manager I

Start Date:	Summer Semester 2015
Location:	Hosted in Arvada/Westminster, Colorado
Compensation & Benefits:	\$28,500 – 30,500/annualized. RRCC also offers a comprehensive benefits package. Details at http://www.rrcc.edu/human-resources/benefits-information .
Application Close Date:	Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on May 29, 2015.

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: Each center must have an on-site Site Manager who shall be at least twenty one (21) years of age. The Site Manager must have demonstrated to the hiring authority maturity of judgment, administrative ability, and the skill to appropriately supervise and direct school-age children in an unstructured setting. 12 CCR 2509-8. The Site Manager must have verifiable education or training in work with school-age children in such areas as recreation, education, scouting, or 4-H; and the Site Manager must have completed at least one of the following qualifications:

- A four (4) year college degree with a major such as recreation, education with a specialty in art, elementary or early childhood education, or a subject in the human service field.
- Two years of college training and six (6) months of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care and supervision of 4 or more children.
- Three years of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of 18, in the care and supervision of four (4) or more children. The program director must complete six (6) semester hours, nine (9) quarter hours in course work from a regionally accredited college or university, or forty (40) clock hours of training in course work applicable to school-age children within the first nine (9) months of employment.

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. One (1) year of management and/or leadership 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. 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 Community College | Position Announcement

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:

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

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.