



Job Title: Early Childcare Training Center (ECTC) Manager

Department: High Schools / CTE

Supervisor: Principal

Lane Placement: 5

Schedule: 8 Hours / 186 Days + 10 additional days' time sheeted

FLSA Classification: Non-exempt

JOB DESCRIPTION

Under the direction of the school principal, the Early Childcare Training Center (ECTC) Manager is responsible to perform a variety of duties related to the care of ECTC children. Prepares and sets up the facilities and cleans and sanitizes the facilities after class. Assists with daily instructional activities for the children. Creates and maintains a safe and healthy learning environment. Assists with establishing and maintaining standards of behavior for children; oversees the behavior of children at play and in the ECTC. Completes all necessary paperwork to maintain compliance with State standards. Liaison with parents regarding children, fees and registrations. Receives registrations and arranges fees for student enrollments.

ESSENTIAL FUNCTIONS

- Direct and coordinate all functions relating to the operation of a school's Early Childcare Training Center (ECTC). Create and maintain a pleasant, safe and healthy learning environment.
- Track and maintain budgets and coordinate child enrollment processes. Maintain accurate records.
- In coordination with the licensed educator, will instruct and supervise high school CTE students in their classes.
- Purchase snacks and supplies and provide children with healthy, balanced meals.
- Hire, train, schedule and direct caregivers and provide input for evaluations.
- Ensure child needs are taken care of (e.g., feeding, toileting, diapering, general health care, etc.). Monitor student health concerns as needed.
- Establish and maintain a standard of behavior for children.
- Supervise children on the playground.
- Prepare facilities for each day, including laundry, cleaning, dishes, sanitize toys, etc.
- May perform one or more of the following specific office duties as assigned: e.g., direct the daily instructional activities of the children; develop lesson plans and instructional materials and provide individualized and small group instruction; provide input into caregiver evaluations and course grading; provide student assessment for CDA (Child Development Associate) certifications; coordinate meals with the lunch manager; notify principal or custodian for maintenance or repair issues.
- Maintain and update appropriate records and provide clerical support.
- Organize parties and special events.
- Assist with daily instructional activities for the children. Create and maintain a safe and healthy learning environment.
- Assist with establishing and maintaining standards of behavior for children; oversee the behavior of children at play and in the classroom.
- Perform a variety of duties related to the care of ECTC children.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities; e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Must be 21 years of age or older.
- Incumbent must be fingerprinted and clear a criminal background check.
- A minimum of three years of successful job-related work experience.
- CPR/First-Aid training.
- CDA certification.
- Food handler's permit must be acquired within six (6) weeks of hire.
- Competence in reading, writing and simple math.
- Ability to make quick decisions concerning the care and teaching of children.
- Ability to work in a stressful environment and must be flexible and patient.
- Ability to handle medical, toileting or other issues that may arise.
- Ability to relate well with students, parents, and interact with co-workers in both structured and unstructured situations.
- Strong interpersonal skills. Interacts with children, parents, student assistants and school staff.
- Must be self-motivated and proactive in completing tasks with minimal direction.
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- Strong organizational and multi-tasking skills.
- Prior successful supervisory experience preferred.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Constant walking and standing.
- Frequent awkward lifting from floor to waist up to 35 pounds. Frequent awkward positions (standing to/from floor).
- Occasional lifting from floor to shoulder up to 25 pounds and awkward reaching.
- Frequent sitting on the floor unsupported, bending and kneeling.

- Occasional use of keyboard/mouse.
- Working outside on playground in all weather conditions.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 2/5/2024