

ELK RIVER AREA SCHOOLS ISD 728

POSITION DESCRIPTION

This position description is a general-purpose summary used to convey information essential to understanding the scope and responsibilities of the position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

Position Title: Assistant Manager of School Age Care Programs	Department: Community Education
Immediate Supervisor's Position Title: Assistant Director of Community Education Programs	FLSA Status: Exempt
Point Level/Grade: Grade II Updated: September 2026	Bargaining Unit: Third Level Administrators
Position Summary: Under the direction of the Assistant Director of Community Education Programs, the Assistant Manager of School Age Care Programs assists in the day-to-day coordination, supervision, and delivery of District school-age care services. This position supports staff hiring, onboarding, professional learning and program oversight; helps ensure compliance with state childcare guidelines and best practices; coordinates program schedules and resources; and collaborates with the Assistant Director of Community Education to maintain high-quality, engaging programming for families and the community.	

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

1. Supervision of Community Education School Age Care Coordinators and program staff. Includes prioritizing and assigning work assignments and schedules; conducting performance evaluations; ensuring staff is trained and compliant with state guidelines; ensuring that employees follow policies and procedures, and maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
2. Ensures that staff is providing best practices in customer service, ensuring staff delivers high-quality, responsive support to participants, families, school personnel, and community members.
3. Researches community trends and emerging needs to support the Assistant Director in identifying program growth opportunities. Helps design, coordinate, and execute new program initiatives across the department.
4. Coordinates with the Operations Manager and Assistant Director to implement promotional strategies. Drafts marketing materials, press releases, and supplemental advertising for classes, trips, and special events, and helps track engagement and enrollment metrics.
5. Serves as a primary School Age Care operational contact with District building staff, coordinating schedules, facility use, and logistics to maintain strong collaborative relationships across shared spaces.
6. Supports the Assistant Director in developing operational goals, standard operating procedures, and program standards. Monitors daily activities to maintain compliance with established district policies and state guidelines and suggests workflow improvements.
7. Assists the Assistant Director in monitoring and tracking daily expenditures within the program budget. Reviews supply and staffing costs, helps enforce fiscal controls, and processes initial purchase requests for approval.
8. Active participant in the Community Education leadership team, facilitating communication between program staff and department staff to resolve daily operational issues and maintain departmental alignment.

9. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of community education; incorporates new developments as appropriate into programs.
10. Performs other duties of the same or similar nature as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Proven leadership and organizational abilities.
2. Supports the implementation of change and coaches team members through the change process.
3. Excellent written and oral communication skills with the ability to communicate effectively and interact with a variety of audiences.
4. Knowledge of operations, services, and activities of a community education school-age care program for learners of all ages.
5. Knowledge of school-age child care state guidelines and best practices in school-age care programming.
6. Ability to develop a staff team and department structure that will enable the department to grow and develop programs that address the needs of the school district, local community, and best practices.
7. Ability to supervise, organize, and review the work of assigned staff involved in the development and administration of community education school age programs, services and classes.
8. Technology skills in up-to-date computer software, including Google Workspace applications.
9. Good interpersonal skills, commitment to teamwork, collaboration, and facilitation of team effectiveness.
10. Ability to recommend and implement goals, objectives, policies, and procedures for providing quality community education classes and programs
11. Ability to develop constructive and cooperative working relationships with others, encouraging and building trust, respect, and cooperation among team members.
12. Ensure that programming stays within agreed-upon budgets and timelines.
13. Understand, interpret, and apply federal, state, and local policies, laws, and regulations.
14. Possess a clear and balanced vision of the role of Community Education within the School District and community and demonstrate an understanding and commitment to community involvement.

QUALIFICATIONS (Specific training or job experience required before appointment):

1. A basic foundation of knowledge and skills in community education and child care management.
2. A Bachelor's or Associate degree in a related field is preferred.
3. At least 3-5 years of experience supervising school-age care programs, or a related area, is required.
4. Possess demonstrated leadership qualities.
5. Experience monitoring, prioritizing, and forecasting revenues and expenses using spreadsheets, written narratives, and presentations in a self-sustaining budgetary environment.
6. Experience supervising the work of others.
7. Proficient in Google Workspace products.
8. Must have excellent written and oral communication skills with the ability to communicate effectively to a wide variety of audiences.

PHYSICAL JOB REQUIREMENTS: The physical job requirements described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit			x	
Use hands dexterously			x	
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (lift & carry): up to 10 pounds			x	
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds		x		
up to 100 pounds		x		
more than 100 pounds	x			

The physical requirements associated with the position can be best summarized as follows: While performing the duties of this job, the employee is regularly required to handle and move objects requiring manual dexterity – the ability to use hands and arms to grasp, handle, install or assemble objects, position or move materials, and manipulate things; perform physical activities that require multi-limb coordination, such as climbing, lifting, balancing, sitting, walking, stooping, handling materials, or operating computer equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

CLASSIFICATION HISTORY AND APPROVAL

The statements contained in this job description describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. The employee may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. The employee is required to perform duties with awareness of and adherence to all District requirements and School Board policies, including ethical professional conduct and job performance that supports and contributes to the District's organizational mission, goals and objectives.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History:

Date Board Adopted: