

Job Title: **BASE Operations Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **August 2017**

Job Code: **3002**
 FLSA Status: **Ex – A**
 Pay Range: **L 08**
 Work Year: **12 months**

SUMMARY: Responsible for ensuring Before and After School Enrichment (BASE) programs observe and comply with state, federal, local and district regulations. Develop, evaluate and monitor BASE operations, including management of program violations and the implementation of programmatic changes. Develop and promote good community relations among various community and stakeholder groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage BASE program regulatory operations. Accountable for knowing and understanding department, district, child care licensing (CDHS), and local health department regulations and guidelines. Perform on site audits of program operations and identify areas of risk for non-compliance. Identify and resolve discrepancies in standards, policies, practices and procedures. Maintain record of compliance activities, including violations, complaints and responses. Provide research and reports for the department as requested. Primary contact to state licensing and health department representatives.	D	55%
2. Develop and administer ongoing training to BASE staff due to changes in policy or procedures. Offer on-site training for BASE staff and provide operational recommendations when necessary. Participate in professional growth activities and attend state and local sponsored trainings when applicable.	D	20%
3. Collaborate in the BASE placement of special needs students. Develop and write specialized (504, behavioral) plans for students when necessary. Coordinate placement with student support services team, Nutrition and BASE supervisor, BASE program and parents.	D	10%
4. Assist in the resolution of staff and operational complaints including enlisting the assistance of the district legal counsel and communication departments when necessary.	D	5%
5. Manage BASE special programs (KEEP) and coordinate alternative sites and movement of existing BASE break programs due to construction, complying with federal, state and district regulations. Communicate and work with affected schools and departments when relocation is necessary.	D	3%
6. Attend staff meetings, parent meetings, school functions as needed. On call for BASE situations which need immediate attention.	M	2%
7. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree from an accredited college or university in elementary or early childhood education or related field preferred.
- Minimum of five (5) years of supervisory experience in childcare.
- An equivalent combination of education and experience will be considered.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to consistently travel among district facility locations.
- Current CPR, First Aid and Universal Precaution certificates, or must obtain one within 6 months of entering position.
- Serve it Safe or similar food handling training is preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Strong verbal and written communication skills.
- Demonstrates skills in leadership, teamwork, and team building.
- Knowledge of profit and loss, financials, and budget planning/review.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to be on call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Nutrition & BASE Director	5028

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	BASE Site Directors	3-4	3009

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manage budget to run a project or activity and manage self-supporting funds. Ensure payment of all BASE licensing and operation fees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x
Use hands to finger, handle or feel				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste		x		
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds		x		
Up to 50 pounds		x		
Up to 100 pounds	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy		x		
Coordinate				x
Instruct			x	
Compute			x	
Synthesize		x		
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	x
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	