

JOB SPECIFICATION

JOB TITLE: **Early Childhood Education Manager**

REPORTS TO: Deputy Director for Program Services

SUPERVISES: School Readiness Coaches

SALARY RANGE: **\$53,040.00 - \$63,440.00 annually**

SUMMARY OF JOB: The ECE Manager is responsible for guiding educational services at the centers and ensuring adherence to all licensing and regulatory requirement relative to educational services for children birth to five. She/he provides training and technical assistance for teaching staff, oversees curricula selection and implementation and provides educational resources for parents, children and staff.

RESPONSIBILITIES

- Plan, implement and assist in evaluating program activities designed to achieve educational objectives and program performance standards.
- Coordinate and lead discussion regarding annual education plan, in concert with parents, teaching staff and administration
- Provide guidance and oversight to ensure services are provided consistent with licensing and regulatory standards.
- Assist teaching staff with identifying age appropriate classroom materials.
- Adheres to agency and all other relevant policy and procedures
- Demonstrates knowledge of federal performance standards, licensing standards and best practice for ECE service delivery
- Participates in the annual self assessment
- Provides reflective supervision and model appropriate behaviors for supervisees
- Promotes and implements effective child and family literacy programming
- Chairs curriculum excel team
- Ensure proper implementation of curriculum
- Track and review data regarding lesson plans development to ensure age appropriateness and individualization
- Ensure all assessments are completed timely and accurately
- Supervise mentor coaches providing coaching and/or mentoring to ensure success
- Provide orientation and training for new staff
- Interviews and make recommendations for hire for teaching staff and mentor coaches
- Track and analyze data to assist centers with management and decision making
- Observe and assess classroom experience for developmental appropriateness
- Provide or seek trainings focused on assisting staff with improving/enhancing their skills

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- Develop and maintain collaborative partnerships with community organizations and institutions
- Monitor education activities and provide technical support for delegates and partners
- Takes leadership role in the development and implementation of in-services, pre-service and other trainings
- Collaborate with Center Managers, School Readiness Coaches, OYCF and agency leadership, as needed, to ensure effective and efficient service delivery
- Assist with ensuring smooth transitions at various levels of program services
- Perform other duties as needed

REQUIRED SKILLS AND ABILITIES:

- Knowledge of Teacher/Child Assessment Tool: Classroom Assessment Scoring System (CLASS)
- Knowledge of Early Childhood Curriculums and Assessment Tools.
- Knowledge of early learning needs and developmental milestones of young children
- Ability to implement Head Start Performance Standards and state and local licensing requirements
- Ability to adapt professional expertise to the needs of Head Start and Early Head Start staff
- Ability to communicate and work with diverse families and professionals
- Ability to effectively guide staff
- Ability and willingness to work in a program located in a high-risk, low-income community.
- Proven ability to function as a leader, as well as a team member.
- Ability to exercise discretion in handling confidential information and materials.
- Ability to communicate and respond in a manner that consistently demonstrates respect and concern.
- Must have excellent organizational skills and proven ability to work within prescribed timelines.
- Must be knowledgeable about adult learners
- Must keep abreast of innovative approaches to early learning
- Must have excellent written and verbal communication skills.
- Must be able to travel to Grantee, Delegate and Partner sites.
- Intermediate knowledge of computer applications, word-processing software in a Windows environment and ability to learn and master other computer technology /software as needed.

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- Must have reliable transportation

Educational Requirements

Master's degree in ECE, Elementary Education (with 18 credit hours in ECE) or related field. Must have 3 years experience in a supervisory capacity for teaching staff.

ESSENTIAL JOB FUNCTIONS: Must be able to talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items of up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Criminal background clearance and a physical examination and TB test are required as condition of initial employment and continued employment. Current driver's license, car, and required liability insurance.