Early Learning Coalition of Marion County

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JOB DESCRIPTION

POSITION: Early Childhood Programs Manager
DEPARTMENT: 540 Programs: Early Childhood Department
REPORTS TO: Chief Programs Officer
Wage & Hour Status: Exempt / Full-time
Pay Grade: 140 – Manager
Hiring Range: $52,000 - $57,200

*****NOTE: This is a grant-funded position awarded on an annual basis. Continued employment is contingent upon renewal of grant funding. *****

PURPOSE: Responsible for oversight and coordination of Early Childhood Programs (EC), School Readiness (SR) Inclusion, and the Help Me Grow System (HMG).

DUTIES AND RESPONSIBILITIES:

- Implements and manages evidenced-based and/or evidenced-informed programming related to parenting, early literacy, and special needs.
- Exercises independent judgment in the establishment, interpretation, coordination, and evaluation of said programs.
- Creates and annually updates/reviews program procedures.
- Train, supervise, evaluate, and coach direct service staff as related to EC programs.
- Present publicly in written, verbal, electronic, and face-to-face forums to ELCMC staff, Board, community partners, child care, and medical providers as appropriate.
- Ensure compliance with ELCMC goals, as well as ensure that grant funded program(s) objectives are being met working in conjunction with other ELCMC related departments as required.
- Work with the Chief Program Officer (CPO) to develop department budgets and strategic plans for the department as appropriate.
- Create new program designs based on community need and the state-approved ELCMC plan, as needed.
- Works with other ELCMC staff, as appropriate, assist with projects to ensure Coalition's goals are achieved, including staff development training.
- Collaborate with outside agencies as appropriate.
- Work with CPO to develop procedures in compliance with applicable Florida Statutes and rules governing ELCMC, specifically within the realm of EC programs.
- Respond to requests for information timely and within confidentially guidelines.
- Takes initiative for ensuring programmatic integrity by maintaining model fidelity of all programming.
- Develops a system to fully evaluate programming that will illustrate projected goal attainment. This will include setting measurable and reportable goals for each program along with step-by-step strategies for implementation.
- Compiles, submits, and presents quarterly reports to include outputs, outcomes, and other performance measures for each program.

- Adheres to all regulations, grant/contract requirements, and statutes relating to federal, state, and privately funded programs.
- Builds capacity in the community for the growth of early childhood programming in Marion County.
- Conducts regularly scheduled team meetings and supervision meetings.
- Works in tandem with CPO to research expanded grant funding.
- Completes procurement and purchase orders for program and training needs.
- Acts in the capacity of a back-up facilitator for programs, as needed.
- Other duties as assigned.

Organizational & Professional Responsibilities:
- Participates in Coalition, DOE/DEL, and community partner meetings, trainings, and webinars to maintain current knowledge of regulatory changes, and best practices.
- Performs other related duties as assigned to support program integrity, fiscal accountability, and operational effectiveness.
- Participate in and support a minimum of two Coalition-sponsored and community outreach events outside normal business hours, including evenings and weekends, as required.

MINIMUM QUALIFICATIONS:
Education and Experience:
- Bachelor's degree in early childhood education or closely related field.
- Two-years or more experience working within the early education or closely related field.
- An equivalent combination of education, experience, or demonstrated competence may be considered.

Knowledge, Skills, and Abilities:
- Direct knowledge of early education and childcare in Marion County.
- Ability to speak, interpret and translate Spanish is a positive asset for the position.
- Requires excellent interpersonal skills and the ability to work effectively with people of diverse backgrounds as well as interact with all levels of management.
- Must have strong computer skills, including proficiency with Microsoft Office Suite (with emphasis on Outlook, Word, and Excel). Knowledge of Statewide Information System preferred.
- Proficiency in oral and written communication, attention to detail, and flexibility.
- Should be creative, energetic, a self-starter, able to prioritize and work independently with minimal supervision.

PREFERRED QUALIFICATIONS:
Education and Experience:
• Bachelor's degree from an accredited college or university in early childhood education or closely related field.
• Three-year experience working within the education field.

Requirements:
- Ability to sit, stand, and walk for extended periods; use hands and fingers to operate a computer, calculator, and telephone; reach, stoop, kneel, or crouch as needed.
- Ability to occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to perform the essential functions of the position with or without reasonable accommodation.
- Employment is contingent upon successful completion of a Level I screening in accordance with Florida Statutes (s. 435.04, F.S.) and Division of Early Learning (DEL) requirements, including E-Verify.
- Must have a valid Florida driver's license.
- Must have reliable transportation.
- Must successfully complete a drug screening, prior to employment.
- Telework/telecommuting may be permitted for portions of the position, subject to operational needs and management approval.
- Must be able to work a flexible schedule, which may include occasional evenings and Saturdays, and perform work at off-site locations throughout the community as required.
- Documentation of education, credentials, and required clearances must be maintained in the employee personnel file in accordance with DEL monitoring and audit requirements.

Work Environment:

Works primarily in an office environment.

Approximate travel: Less than 10%

THIS JOB DESCRIPTION includes, but is not limited to, the above information. This document does not create an employment contract, expressed or implied or otherwise, other than an "at-will" employment relationship. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the duties listed and that my performance of said duties will be included in my performance evaluation.

By signing below, I acknowledge that I am able to perform the essential functions of this position, with or without reasonable accommodation, and understand that continued employment with the Coalition is contingent upon satisfactory performance of these duties.

_____ _____

Name Date