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## POSITION DESCRIPTION

**Position Title:** Early Care & Education Manager

**Classification:** Regular, Full Time, Exempt

**Reports To:** Operations Director

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### Primary Objective:

The Early Care and Education Manager provides coordination and oversight of the Partnership's Early Childhood Education programs and staff in Johnston County. The ECE Manager ensures high quality supports are available for early childhood professionals in Johnston County through practice-based coaching and professional development supports, as well as promote the overall mission of the Partnership for Children of Johnston County.

### Essential Duties and Responsibilities

#### Early Childhood Program Planning and Development:

- Design, facilitate and lead implementation of high-quality coaching supports for early childhood programs and professionals in Johnston County.
  - Ensure the use of an evidence-based coaching model for classroom qualities
  - Ensure the use of program and teacher assessment tools, such as Environmental Rating Scales, TPOT, TPITOS, CLASS, etc.
  - Support staff in following all steps in the coaching model.
  - Observe staff in action and provide reflective supervision supports to support model fidelity.
- Design, facilitate and lead implementation of high-quality professional development supports for programs and professionals in Johnston County.
  - Maintain facility profile addressing teacher education levels for each classroom and action plans to support progress toward higher staff education levels.
  - Facilitate information sharing regarding the attainment of higher education degrees, scholarships and supports.
  - Design and maintain high quality professional development opportunities to promote professional development and growth.
- Oversee coordination of Family Child Care Home Meetings, Child Care Director Meetings and meetings with other agencies directly supporting the early care and education community.
- Serve as a liaison to ensure collaboration with Regional CCR&R services and state Licensing Staff
- Market the program to child care professionals and provide informational meeting as needed.
- Establish and monitor caseloads of Early Childhood Specialists.

### **Supervisory Responsibilities:**

Manage and lead up to 7 Early Childhood Education Staff in the Early Childhood Education Department. Carry out management responsibilities in accordance with the organization's policies and culture including assigning, and directing work and performance appraisals.

Primary duties include orientating and training of staff; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; approving time records; resolving complaints; recommending opportunities for continued growth and development; rewarding performance; setting goals and objectives; and creating a supportive working relationship.

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### **Community Capacity Building and Sustainability:**

- Provide overall support for the goals and objectives of Partnership for Children of Johnston County
- Participate in on-going needs-assessment, strategic planning and capacity building efforts
- Participate in local and statewide program planning and technical assistance as required.
- Maintain and oversee data collection and reporting requirements for ECE Programs
- Monitor progress toward established program outputs and outcomes

### **Other:**

- Responsible for creating and promoting a customer friendly atmosphere, which is culturally responsive, professional and strengths-based.
- Maintain complete confidentiality at all times.
- Support Partnership for Children of Johnston County and advocate for quality early care and education services.
- Assure compliance with state and local Smart Start policies and guidelines
- Prepare and present information and statistics regarding PFCJC programs and needs

ECE Manager may be assigned some specific tasks outlined in this job description or may be required to do some of all of these tasks based upon the needs of the Partnership. Must be flexible and willing to accept additional duties as assigned by the Operations Director or Executive Director.

### **Education and Experience**

- Minimum of a four-year degree in Child Development or related field, with Master's Degree preferred
- Minimum of five years related experience and or training in child serving/human services work environment
- Previous leadership experience preferred

### **Knowledge and Abilities:**

- Strong commitment to improving the lives of young children and their families
- Understanding of current theory and practices of group child care and best practices for young children.

- Ability to explain and interpret rules, policies and procedures
- Knowledge of adult learning strategies
- Knowledge of NC Child Care Regulations, NC FELD, Early Childhood Curricula and Social & Emotional Competencies
- Ability to present information effectively in writing and orally, and to communicate and collaborate effectively with people from diverse backgrounds
- Demonstrated ability to coordinate projects, prepare correspondence, produce written reports and proposals, make public presentations and facilitate planning meetings.
- Act as a collaborator, unifier and negotiator who can build strong and effective relations with a variety of organizations in the community.
- Self-starter who initiates and pursues objectives in an organized and efficient manner, working either independently or as a team member.
- Ability to establish and maintain effective working relationships with families, volunteers, supervisors, colleagues, private providers and community agency personnel

#### ADA

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer terminal and do extensive reading.