

Job Title: Early Childhood Family Education Manager

Reports to: Early Learning Lead Coordinator.

Job Summary: Performs professional work providing leadership for birth to 5 year old programming, evaluating staff and programs according to community and district needs, collaborating with county, state or other agencies to maximize the benefits to students, and related work as **apparent** or assigned.

Essential Functions:

- Oversees and coordinates in partnership aspects of programming for Early Childhood Programs; including Early Childhood Family Education, Preschool, Early Childhood Screening, and Outreach Services.
- Evaluates and observes early childhood staff and programs. Interacts with parents, staff and students at sites, events and community. Assists with parent and/or staff concerns about students; handles program communications.
- Designs classes, manages the allocation of classes per location.
- Participates in collaborative work group meetings; implements projects.
- Plans, approves expenditures and administers budgets for early childhood family education, school readiness and pre school in partnership with Lead Coordinator.
- Plans and facilitates staff development activities with program representatives.
- Assists with writing the program goal; organizes building goals with program staff development activities.
- Collects and organizes programming and classroom data to present reports to staff, families or administrators.
- Designs courses and allocates class locations, creates staff assignments, and manages student enrollment.
- Collaborates and coordinates community partnerships within Early Childhood Programs.
- Develops, assigns, and coordinates professional development for Early Childhood Programs and staff.
- Gathers and analyzes data to support mission of Early Childhood Programs, assess student achievement, build capacity of programming, and develop teacher growth.
- Oversees and manages the Parent Advisory Council for Early Childhood Programs.
- Prepares and submits internal and external reports to local, state and federal agencies as needed or upon request.
- In attendance or on-call whenever programs or services are running, regularly includes nights and weekends.

Knowledge, Skills and Abilities Required:

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirement listed below are representative of the knowledge, skill and/or ability required.

- Ability to understand, interpret, and apply applicable sections of the State Education Code and other applicable laws. Ability to create and explain policies, objectives, rules, and regulations of assigned program and activities
- Ability to assign and review the work of others.

- Ability to train, supervise, and evaluate personnel.
- Ability to adhere to policies and procedures governing budgets and work authorization; implement necessary corrective action to keep costs and schedules in line with budgets or program requirements.
- Knowledge of principles and practices of administration, supervision, and training.
- Excellent oral and written communication skills.
- Ability to establish and maintain cooperative and effective working relationships with a variety of staff and non-staff.
- Ability to determine and communicate departmental objectives, standards and policies; measure performance against objectives to update plans.
- Ability to develop a departmental staffing plan to assure attainment of objectives; make or recommend changes as appropriate.
- Ability to seek, receive and utilize the advice, consultation, and guidance available from other agencies within the company relating to an act or decision, as appropriate.
- Ability to adjust or recommend adjustment of employee grievances as appropriate within established organization policies.
- Ability coordinate the department's operations and activities; coordinate matters affecting other department with those affected; cooperate with other departments on matters of organization-wide or mutual concern.

Education and Experience:

Master's degree in educational leadership, early childhood education, or related field and considerable experience, or equivalent combination of education and experience.

License Requirement:

Minnesota Administrative License or Minnesota Early Childhood Supervisor License or Minnesota Early Childhood Pre-k Teaching License required.

Physical Requirements:

Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Vision abilities required include close vision