

JOB TITLE: Program Manager, Early Learning

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction and supervision of the Director of Early Learning, serves as a coordinator of early learning projects. Supports early learning providers, including participants in Quality Counts (the Solano Quality Rating and Improvement System [QRIS]), including coordination, training, and supervision of QRIS coaches. Collaborates with the Director of Early Learning (QRIS Grant Manager), and community partners, to engage preschool programs and child care providers, support programs focused on positive outcomes for children and families, and increase public awareness of the benefits of investing in quality early learning programs.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree Education, Child Development, or related early learning field
- Minimum 5 years of experience as an instructional leader in the area of early learning, experience working directly with child care programs preferred
- Extensive knowledge, work experience, and demonstrated leadership, in the field of Early Care and Education (ECE)
- Knowledge of the following:
 - Principles of leadership, collaboration and support
 - Effective presentation and facilitation methods and organization
 - Current research and trends concerning early care and education
 - Quality Rating and Improvement System tools and processes, i.e. rating matrix, CLASS, ECRS, Implementation Guide

ESSENTIAL DUTIES

- Support Director of Early Learning (QRIS Grant Manager) with implementation of Quality Counts (Solano QRIS).
- Assist with recruitment, hiring, training and supervision of quality support coaches.
- In collaboration with the site directors/family child care owners, assign coaches to appropriate QRIS participating sites.

- Monitor coaches' follow-up and documentation of each site visit, including completion and submission of Coaching Logs and other required forms;
- Assist with and facilitate coaches' data collection and data entry in iPinwheel (QRIS data system).
- Monitor and assist with development and implementation of QRIS participants' site quality improvement goals.
- Provide technical assistance to participating QRIS early learning sites, as requested.
- Verify and monitor QRIS participants' status and complaints with the licensing agency, document and report findings to Director of Early Learning.
- Provide guidance to child care and preschool programs being rated in QRIS with assembly of the required portfolio and completion of the Self-Rating Scale.
- In collaboration with Director of Early Learning, schedule and facilitate CLASS and ERS assessments, by certified, reliable assessors.
- Facilitate and/or conduct training for providers and coaches; including but not limited to, the program assessment and observation tools and topics listed above.
- Conduct and facilitate community outreach and marketing to engage child care and early learning providers, and build community understanding and support for safe, affordable, developmentally appropriate child care.
- Participate in Solano Quality Early Learning Consortium, First 5 IMPACT hub, and other local, regional and state meetings, as directed.
- Assist with the identification, gathering, and analysis of data relating to child care needs and early learning programs in Solano County, including compiling and presenting concise reports and grant applications.
- Participate in local and regional meetings, conferences, and other events to focus on child care programs and child care needs, in collaboration with and support of the Solano County Child Care and Development Planning Council (LPC).
- Maintain professional competencies in areas of assigned responsibilities.
- Provide leadership as an integral member of the Educational Services Team.
- Plan goals which support and are consistent with the goals of the Superintendent and the County Office

MARGINAL DUTIES

- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of overall objectives.

SUPERVISION EXERCISED

Employees in this classification supervise and evaluate program staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%) Walking (35%) Sitting (40%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (3) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (3) Overhead (2) Squatting (3)

Climbing Stairs (3) Climbing Ladders (1)