



## Early Learning Coalition of Broward County, Inc.

### Job Description

<b>Position:</b>	Quality Education Manager
<b>Reports To:</b>	Director of Education Program Assessment
<b>FLSA Status:</b>	Exempt
<b>Position Status:</b>	Full time
<b>Grade:</b>	43

---

**JOB SUMMARY:** The position of the Quality Education Manager is primarily responsible to oversee the facilitation of quality enhancement activities at preschool and family childcare homes in Broward County. This position represents the Coalition by acting as the liaison between preschool providers and system partners for quality and school readiness services. The individual in this position plans, coordinates, manages a variety of activities to support quality programs in the community. This position requires an individual who can work independently, has excellent time management and organizational skills, demonstrates attention to detail, and can act professionally.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Manages the implementation of quality/activities for the ELC of Broward County.
- Oversees a team in their daily activities and job requirements.
- Tracks and oversees the facilitation of assessments and provider visits.
- Participates in professional development training and achieve reliability on any assessment tools in support of services to Broward County providers (e.g., Classroom Assessment Scoring System).
- Assesses and coordinates training needs for Broward County providers (topics such as child development, inclusion, behavior management, MMCI, etc....).

- Works in coordination with other ELC staff, to ensure schools are connected to and receiving additional resources and support such as Inclusion Specialist and/or WAGES, scholarship information.
- Oversees entry of data into systems such as WELS, Excel, etc...
- Represents the ELC in meetings with Community Agencies.
- Serves as the Coalition's representative to build and maintain positive relationships and interactions with providers, the community, and with peers.
- Gathers and analyzes information and develop written materials about various topics relating to early care and education.
- Works closely with the Director of Education Program Assessment to achieve system goals and meet objectives.
- Develops project and team timelines and monitor to assure timely completion of program tasks.
- Participates in meetings with other internal ELC teams.
- Assists with the ongoing evaluation and development of the education activities to remain current with best practice applications and diverse needs of the providers.
- Follows federal and state laws, in addition to implementing programs, policies and procedures in accordance with the Early Learning Coalition.
- Performs other duties that may be necessary to maintain the success of the organization.

#### **COMPETENCIES:**

- Organizational skills
- Problem Solving skills
- Attention to detail
- Ability to build strong relationships with early educators
- Team Player
- Patience
- Collaboration and communication
- Strong writing skills

#### **SUPERVISORY RESPONSIBILITIES:**

- Supervises 2 – 10 Quality & Education Coaching Specialists

#### **WORK ENVIRONMENT:**

- This position operates in a professional environment, in community locations (childcare and family home centers), and remotely.

- This role uses commonly used applications that include Advance computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

### **PHYSICAL DEMANDS:**

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Ability to operate a motor vehicle.
- Able to sit for extended periods.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.
- Ability to sit on the floor and get up to a standing position.

### **POSITION TYPE AND EXPECTED HOURS OF WORK:**

- This position is a full-time exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 am – 5:00 pm.
  - This position may work nights, weekends, and holidays.
  - This position may regularly work longer hours.

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree (BA or BS) from an accredited four-year College or University in Early Childhood Education (certification in early childhood special needs), child development, special education, or related field.
- 4+ years related experience and/or training or equivalent combination of education and experience.
- UF Coaching Certificate Preferred.

### Preferred Education and Experience

- Experience in an early childhood setting.
- Experience in a supervisory position.

### **TRAVEL:**

- This position may require travel within and out of state to attend conferences and trainings. If attending a training or conference, the position is expected to share what was learned with manager and team members.

## **ADDITIONAL REQUIREMENTS:**

### **BACKGROUND CHECKS**

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location.

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH DISABILITY.