



## Early Learning Coalition of Broward County, Inc.

### JOB DESCRIPTION

**Position:** Education Manager “Above and Beyond” Initiative

**Reports To:** Senior Quality and Education Director

**FLSA Status:** Exempt

**Position Status:** Full-Time

**Grade:** 43

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**SUMMARY:** Created through State Statute, the Early Learning Coalition of Broward County (ELC) is the designated local agency administering State and federal funds for childcare subsidies, childcare teacher training, and other functions. The ELC staff is guided by a board of directors consisting of a combination of governor appointed members, local government and administrative agency leaders, childcare professionals, parent representatives, and other local leaders. Because this board makes decisions concerning public dollars, it is governed by Sunshine Law and State of Florida conflict laws.

The position of the Education Manager is a **grant funded position** primarily responsible for the facilitation of a **special initiative to provide quality supports** at preschool and family childcare homes in Broward County. Supports include but not limited to coaching, mentoring, and training new early childhood educators. This position represents the Coalition by acting as the liaison between preschool providers, families and system partners for quality and school readiness services. The individual in this position plans, coordinates, manages a variety of activities to support early childhood educators in the community. This position requires an individual who can work independently, has excellent time management, organizational skills, demonstrates attention to details and is able to act in a professional manner.

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**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 a special initiative to provide quality supports to preschools and family home cares.
- Oversees a team in their daily activities and job requirements
- Tracks and oversee the facilitation provider visits
- Coordinate training needs for participating providers (topics such as child development, developmental appropriate practice, behavior management, etc...)
- Participate 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).
- 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
- Represents the ELC in meetings with Community Agencies
- Serves as the Coalition's representative to build and maintain a positive relationship and interaction with providers, the community and with peers
- Gather and analyze information and develop written materials about various topics relating to early care and education
- Works closely with the Senior Director of Education and Quality Initiatives to achieve system goals and meet objectives
- Develops project and team timelines and monitors to assure timely completion of program tasks
- Participate in meetings with other internal ELC teams
- Assists with the ongoing evaluation and development of the education activities in order to remain current with best practice application and diverse needs of the providers.
- Ability to drive to multiple sites such as childcare centers, family home care centers, etc...throughout Broward County as needed
- Follow 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:**

- This position will supervise a team of Coaching Specialists.

## **WORK ENVIRONMENT:**

- This position operates in a professional office environment.
- This position also spends time in classrooms in childcare and family home centers.
- 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 of time.
- 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 is a full-time exempt position.
- The office hours of work 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 (B.A.) from an accredited four-year College or University in Early Childhood Education, child development, special education, or related field.
- 4+ years related experience and/or team leadership or equivalent combination of education and experience.

## **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

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