

Early Learning Manager-Operations



BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	2	Exempt Level 3

NATURE OF WORK

The Early Learning Manager supports early learning programs including ECFE, part-day and full-day preschool, early childhood special education, early childhood screening, and outreach. Responsibilities may include developing processes and procedures to insure compliance with regulations; program planning and implementing curriculum; performing program observation to determine training needs; managing and monitoring contracts and assigned budgets.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Assists in the management and evaluation of assigned program operations; work may involve developing and implementing plans, procedures, and guidelines for assigned programs; planning and coordinating program logistics, schedule, and security operations; scheduling and training staff; preparing cost estimates; evaluating processes and determining areas of concern; analyzing trend and other data; making and implementing recommendations; and resolving issues. Manages school and program specific communications with staff, families, and the community, along with supporting marketing initiatives.	Daily 60%	B3
2.	Supervises staff to include prioritizing and assigning work; conducting performance evaluations; coordinating staff training.	Daily 15%	B3
3.	Plans, develops, and/or promotes classes and other enrichment opportunities; work may involve evaluating participant needs; developing curriculums; preparing marketing materials; ordering supplies; setting up rooms; maintaining inventories; recruiting, evaluating, and coordinating with instructors/staff; calculating fees; monitoring assigned budgets; and coordinating with program participants and internal and external agencies to communicate information and facilitate/improve class/program operations, ensuring staff and student needs are met.	Daily 20%	B3
4.	Provides enrollment and academic support to students and families; including special education students or other program participants; work may involve preparing education/work/behavioral plans; identifying student/learner needs; developing customized lessons; documenting behavioral issues; resolving behavioral and other problems; providing referrals, and coordinating with relevant staff to facilitate student progress.	Daily 5%	B3
5.	Performs other duties of a similar nature or level.	As Required	N/B

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FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature, usually requiring some originality and ingenuity to ensure an appropriate alignment between assignments and program policies and objectives.

DIRECTION RECEIVED

Work under general supervision, but is provided with clear objectives and standards to coordinate specific areas within the assigned program. This level has increased individual responsibility to coordinate the processes.

DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to lower level employees; troubleshoot problems and issues commensurate with relevant experience; make, schedule, and monitor work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in early childhood Education or a related field; and three to five years of early childhood programming experience, or an equivalent combination of education and experience preferred.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- Must have a valid driver's license where travel among the district buildings occurs on a regular, ongoing basis.

KNOWLEDGE REQUIREMENTS

- Principles and practices in area of assignment;
- Assigned department operations and functions;
- Applicable federal, state, and local laws, rules, and regulations;
- Customer service principles;
- Recordkeeping and report preparing principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Managing and executing multiple tasks;
- Prioritizing and assigning work;
- Providing customer service;
- Applying and explaining applicable laws, codes, regulations, policies, and procedures;
- Exercising judgment and discretion;
- Researching and analyzing information;
- Making recommendations to improve assigned programs;
- Operating a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc.

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PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subject to travel.

CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
January, 2023	Reviewed by Director of Community Ed and Executive Director of Human Resources

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.