



Job Title: EHS EDUCATION MANAGER

Location: Hall St.

Employment Status: Full Time; Salary

Salary Classification: Manager

Summary of Job:

The Early Childhood Education Manager is responsible for planning and administering the ELNC Infant & Toddler program services. Services must be coordinated with ELNC Infant & Toddler Sites to ensure best practices based on the theories and principles of infant and toddler growth and development.

Direct Supervisor:

The EHS Education Manager reports to EHS Director

Direct Staff Supervised:

The EHS Education Manager supervises the Infant and Toddler Coach.

Other Key Relationships:

The EHS Education Manager will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Plan, develop, and implement the ELNC EHS program for children and families birth to three years of age, ensuring a comprehensive and integrated approach that meets ELNC and EHS Performance Standards
- Ensure ELNC EHS program falls within the framework of, and is developed in conjunction with, ELNC Preschool program area
- Develop and coordinate training and provide guidance to Partner Sites on a variety of pertinent topics in the area of infant and toddler development and relationships
- Ensure on-going monitoring, tracking, follow-up and analysis of infant-toddler services and child outcomes to ensure high quality program approach
- Maintain record keeping and reporting systems, schedules, timelines, policies and procedures for ELNC services
- Ensure communication with staff, parents, program managers, consultants and community to enhance services to infants and toddlers and their families

- Collaborate with community partners as needed to educate and enhance infant-toddler services, and as needed to ensure effective transition planning for three year olds transitioning into ELNC Pre-School Programs
- Provide coaching and technical assistance to three-year-old classrooms
- Assist in the development and implementation of professional development with ELNC teachers
- Adheres to all guidelines contained in ELNC's Employee Handbook
- Perform other duties as assigned by the EHS Director

Site specific duties:

None.

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Knowledge and experience in an Infant & Toddler Program
- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Ability to work well with others in a team approach
- Skill in the use of automation software and related equipment
- Ability to communicate effectively, both orally and in writing

Minimum Required Education and Experience:

- BA Degree in Early Childhood Education
- Prior work experience working with vulnerable children and families
- Two years related experience with Infants and Toddlers
- Knowledge of computer web based programs, Word, Excel and PowerPoint
- Proven Self Starter

Preferred Education and Experience:

- None.

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects
- **This position is funded through Federal Office of Head Start which requires that staff are fully vaccinated prior to start date of employment.**

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____