



Our Mission: Grace Place puts faith into action, providing pathways out of poverty by educating children and families.

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### Job Description

**Job Title:** Manager of Early Childhood Programs

**Reports To:** Director of Family Literacy

**Classification:** Exempt

**Full Time**

**Supervisory Responsibilities:** ECE Teachers and Support Teachers

#### Summary/Objective:

The Manager of Early Childhood Programs is responsible for overseeing all early childhood education programs. The Program Manager will provide direct oversight of the implementation of high quality developmentally appropriate educational programming including direct supervision and support to early childhood education program staff and volunteers. The Program Manager will work directly with the Director of Family Literacy to ensure alignment of early childhood educational programming to the educational program elements provided in the family literacy program.

#### Essential Duties and Responsibilities:

##### Curriculum Development

Building on established curriculum, develop schemes of work and oversee the creation of weekly lesson plans and instructional activities that facilitate the development of early learning skills both at Grace Place and at home.

- Manage the creation of a developmentally appropriate classroom environment and facilitate the identification and selection of differentiated instructional resources and methods to meet student's individual needs.
- Build positive relationships with families.
- Establish and oversee the implementation of curriculum for all children's classes.
- Work in collaboration with outside agencies to provide additional support to the curriculum for all children's classes.

##### Volunteers

- Welcome and effectively manage volunteer involvement in all aspects of the early childhood education program. This includes, but is not limited to the provision of an initial orientation, ongoing training, classroom placement, daily scheduling, and retention.
- Provide effective on-going coaching in appropriate strategies and model these strategies in the classrooms.
- Collaborate with the Development Relationship Manager to ensure adequate volunteers are recruited and appropriately placed.



### Outcomes

- Develop and lead and/or identify ongoing professional development opportunities for early childhood education staff.
- Manage program staff to ensure the timely completion of program assessments, developmental checkpoints, screens, and Home Visits.
- Assist in the compilation of program outcomes needed for program reporting.
- Utilize completed assessments and teacher feedback to identify developmental and social emotional needs, and make appropriate interventions and referrals.

And

- Performs any other duties or responsibilities as requested.

### **Qualifications:**

#### **Education:**

- Bachelor's degree required; concentration in early childhood education, child development, or related field preferred. Equivalent early childhood education credentialing will be considered.
- Department of Children and Families (DCF) Florida Child Care Director Credential, required.

#### **Experience:**

- Minimum of three years teaching experience in an early childhood setting, mandatory.
- Minimum of two years of experience in a supervising capacity in an early childhood setting, preferred.
- Demonstrated experience working with diverse cultures and populations preferred.

#### **Knowledge, Skills and Abilities:**

- Bi-lingual (English and Spanish) skills required.
- Registered Behavior Technician (RBT) Certification preferred, but may be obtained after employment.
- Basic proficiency in Microsoft Excel and Word required; additional technology and data base skills preferred.
- Current first aid and CPR certificates.
- Willing to submit to Fingerprinting and Background Checks.
- Requires mobility to stand, stoop, reach and bend; ability to walk long distances; ability to participate actively with students of all ages both indoors and outside.
- Continue to maintain Directors Credential in an active state.
- Willing to complete DCF coursework to obtain VPK Director Endorsement.
- Meet required DCF training courses, including the completion of necessary continuing education units (CEUs).
- Compliance with Good Moral Character as described by DCF.
- Commitment to supporting the leadership culture of the organization.



#### Additional Information:

As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement and Organizational Core Values.

**Work Environment:** Ex. Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

**Position Type and Expected Working Hours:** Fulltime, expected working hours of approximately 8am-4pm Monday through Friday, including some evenings and weekends as needed.

**Physical Demands:** Bending, sitting, and standing for long periods of time. May require lifting objects weighing up to 20 lbs. as needed.

**Additional Eligibility Qualifications:** Background check, fingerprinting required.

#### Grace Place Organizational Competencies:

The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

**Work Ethic and Commitment:** Extent to which the employee takes pride in his or her work and is dedicated and committed to excellence in personal goals and organizational mission. Extent to which a significant volume of quality work is performed efficiently in a specified period of time; employee is a peak performer with a high energy level.

**Initiative and Problem Solving:** Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

**Service Orientation:** Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

**Judgment and Decision Making:** Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of organization and relevant policies and seeks appropriate guidance when needed.

**Quality, Care, and Dependability:** Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

**Teamwork and Interpersonal Relations:** Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.



**Communication Skills (oral and written):** Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

**Job Knowledge and Technical Skills:** Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and up-grading areas of expertise and development of new skills as needed.

**Planning and Organizing:** Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

**Professional Image:** Extent to which the employee projects a professional image through appearance, conduct, and work areas.

#### **Equal Employment Opportunity Statement:**

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

**Disclaimer:** This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.