

## MANAGEMENT JOB DESCRIPTION

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# STUDENT, FAMILY, AND COMMUNITY SERVICES EARLY EDUCATION PROJECT MANAGER

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### **JOB SUMMARY:**

Under the direction of the Director of Early Childhood Education, plans, coordinates, organizes, and manages the implementation of grant funded programs designed to enhance quality in early childhood settings. This role also oversees the implementation of the California Early Learning Development System and manages the California Workforce Registry for all staff. The Project Managers primary responsibility is to provide leadership, promote teamwork, collaboration, professional development and coaching to provide optimum services and support.

### **ESSENTIAL JOB FUNCTIONS:**

- Supervises and guides the implementation of SDQPI Requirements and Teaching Pyramid Framework.
- Guides and monitors quality enhancements to align with assessments tools.
- Collaborates with County Office of Education to coordinate additional services and/or support.
- Implements the use of computer software pertinent to the projects.
- Attends meetings, workshops, and conferences to maintain knowledge of county and state regulations and current research in the field of child development.
- Conducts classroom observations and assessments to identify areas of improvement.
- Provides guidance and support to teachers in implementing best practices.
- Based on data collection, creates, and conducts staff development that aligns with the California Early Learning Development System.
- Supervises the purchases of all projects materials and equipment to align with ECERS, CLASS and Inventory of Practice.
- Establishes and maintains cooperative and effective working relationships with others.
- Manages California Workforce Registry for all Early Childhood sites and staff.
- Performs other duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Responsible experience managing grant and privately funded projects.
- Able to communicate orally in writing, analyze situations and adopt effective courses of actions: evaluate data to prepare sound recommendations and guide quality improvement plans.
- Ability to plan, organize and schedule on-going coaching with teaching staff; establish effective working relationships, communicate, and interact effectively and professionally under pressure, meeting schedules and timelines.

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- Ability to create and present professional development supporting implementation of the California Early Learning Development System.

**EDUCATION/TRAINING:**

- Bachelor's or master's degree in child or human development.
- California Commission on Teacher Credentialing Site Supervisor Permit desirable.
- Strong understanding and experience in utilizing the California Early Learning Development System.
- Completion of Teaching Pyramid Modules.
- Strong understanding and experience in Early Education Assessment Tools: ECERS, CLASS, DRDP, ASQ's, and Inventory of Practice.
- Three plus years of reflective coaching experience desirable.
- Five plus years of teaching in an early childhood education setting desirable.
- Within one year of employment, must obtain certification in CLASS.

*Management Salary Schedule: Range J*  
*BOARD APPROVED: 09/16/08*  
*REVISION DATES: 11/15/19*  
*07/12/23*