

## JOB DESCRIPTION

<b>POSITION/TITLE:</b>	<b>Early Childhood Center Manager</b>
<b>GROUP:</b>	Business Development
<b>SUPERVISOR:</b>	Director of Early Learning Initiatives
<b>JOB STATUS:</b>	Exempt; Salaried
<b>HOURS:</b>	1.0 FTE 40 Hours/Week

**SUMMARY DESCRIPTION:** Under the leadership of the Director of Early Learning Initiatives, the Early Childhood Center Manager will bring vision and educational leadership expertise to HighScope’s Demonstration Preschool program. The ECCM will effectively manage the full-day preschool program, and efficiently lead, coach and support the preschool staff. As our preschool and campus continue to grow, the ECCM’s focus, dedication and expertise will be an integral part of its success. The individual will serve as a thought partner, parent collaborator, compliance official, team leader and early childhood teaching authority. Will begin in January/February 2019.

**ESSENTIAL FUNCTIONS/DUTIES:**

- Provide daily oversight of the HighScope Demonstration Preschool program in accordance with local/state/federal childcare regulations, state/federal early childhood grants, licensing accreditation processes, and the Great Start Readiness Program (GSRP) guidelines during regular scheduled hours. Occasional afternoon, evening and weekend hours will be required
- Provide leadership, coordination, and participation in the development of curriculum and the implementation of instructional strategies, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
- Carry out all required administrative tasks including management of student and teacher records, compliance documentation, parent correspondence, and all other required paperwork
- Collect and analyze data regarding the achievement of students and other pertinent information
- Regularly meet with the Director of Early Learning Initiatives to provide this information and program updates; work with them to develop goals, strategy and tactics; clearly communicate these to the team in planned department meetings and other special meetings
- Ensure coordination of services and articulation between early childhood and elementary levels (PreK-3) of the instructional program by developing a transition process and by communicating frequently; ensure the articulation process which extends the early childhood experiences into the elementary school program and community outreach
- Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student recordkeeping procedures comply with State and federal law and policy
- Demonstrate strategic and creative thinking involving the campus and preschool expansion goals; promote and recruit prospective parents/students for all programs

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- Prioritize work and resources based on these goals and the strategic plan, ensuring all deliverables are met and in a fiscally responsible manner
- Regularly meeting with the Director of Early Learning Initiatives to review preschool updates and strategize on new ideas and upcoming projects; disseminating information from these meetings to the team
- Provide professional development training for early childhood education providers, teachers, and parents; encourage the development and use of developmentally appropriate materials by the professional staff
- Support, coach and evaluate the members of the preschool staff with a growth mindset and a focus on accountability and continuous improvement
- Update job knowledge and remaining current on early childhood research and developments and seeking opportunities to incorporate them into existing work
- Perform other duties as required.

### **JOB QUALIFICATIONS:**

#### Education/Experience:

- A Master's degree from an accredited university in school administration, educational leadership or early childhood education is required
- A valid Michigan teacher certificate with a minimum of five (5) years of successful preschool or elementary teaching experience is required; early childhood endorsement is preferred
- Completion of a minimum of twenty semester hours of graduate credit in a state-approved program in school administration or early childhood programming
- Must meet current state-mandated professional development requirements for Michigan school administrators
- 3+ years professional experience building and leading a team strongly desired

#### Knowledge, Skills, Abilities:

- Evidence to provide quality leadership through excellent communication, strong problem-solving abilities; solid managerial skills and experience mentoring and motivating a team, and prioritizing workload against organizational goals
- Skill and sensitivity in working with all members of the school community
- Ability to create a positive, well-organized teaching and learning environment, and the capacity to plan and execute the full range of administrative tasks associated with the operation of an early childhood center
- Ability to produce professional writing including curriculum resources, professional learning, and proposals
- Ability to develop vision, strategy and goals, and develop and execute measurable, tactical plans
- Demonstrates knowledge of early literacy, child development practices and research-based early childhood quality methods
- Demonstrates a high level of personal and professional integrity and demeanor
- Accountable and achievement-oriented; team player with a positive attitude
- Knowledge of computer applications including e-mail, Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of the HighScope Preschool Curriculum, philosophy and educational approach a plus
- HighScope Teacher/Trainer Certification a plus

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### **Other Qualifications/Requirements (e.g. Licenses/Certifications, travel, lifting, etc.):**

- Normal classroom and office environment
- Physical actions frequently performed: repetitive hand motions such as typing, sitting, standing, walking, reading, climbing stairs, conversing/listening, using the telephone, using a computer; ability to lift and carry boxes up to 25 lbs.

**DISCLAIMER** - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.