

JOB DESCRIPTION

POSITION/TITLE:	Early Childhood Demonstration Preschool Manager
GROUP:	Early Childhood Applied Practice (ECAP)
SUPERVISOR:	ECAP Director
JOB STATUS:	Exempt; Salaried
HOURS:	1.0 FTE 40 Hours/Week

SUMMARY DESCRIPTION: Under the leadership of the ECAP Director, the Early Childhood Demonstration Preschool Manager (ECDPM) will bring vision and educational leadership expertise to HighScope’s Demonstration Preschool program. The ECDPM 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 ECDPM’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. The ECDPM will be provided ongoing support through the ECAP team to ensure high-level implementation of the curriculum and ongoing curriculum improvements.

ESSENTIAL FUNCTIONS/DUTIES:

- Provide daily oversight of the HighScope Demonstration Preschool program in accordance with local/state/federal childcare licensing regulations, state/federal early childhood grants, Great Start to Quality processes, and the Great Start Readiness Program (GSRP) guidelines during regularly scheduled hours. Occasional evening, and weekend hours will be required.
- Provide leadership, coordination, and participation in the development of the HighScope curriculum in partnership with ECAP
- Work together with ECAP and CEERE on an ongoing basis piloting new instruments, activities, or any other updates on the HighScope Preschool Curriculum within the Demonstration classroom
- 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.
- Collect and analyze program implementation data for ongoing coaching support and training for teaching staff.
- 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.
- Prioritize work and resources based on these goals and the strategic plan, ensuring all deliverables are met and in a fiscally responsible manner.
- Hold regular meetings with the ECAP Director to review preschool updates and strategize on new ideas and upcoming projects; disseminating information from these meetings to the team.
- Provide coaching and professional development for the HighScope preschool staff.

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- Plan and conduct parent workshops and/or family engagement activities around the HighScope Curriculum and general child development to build a strong home/school connection.
- Update job knowledge and remain current on early childhood research and developments and seek opportunities to incorporate new research 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 is preferred.
- A minimum of five (5) years of successful preschool or elementary teaching experience is required; early childhood endorsement or CDA is preferred.
- 3+ years professional experience building and leading a team strongly desired.
- Completion of the HighScope Training of Trainers (TOT) course or the HighScope Preschool Curriculum Course (PCC) with Teacher Certification, or eligible for one of these options.

Knowledge, Skills, Abilities:

- Knowledge of the HighScope Preschool Curriculum, philosophy and educational approach a plus.
- Ability to provide quality leadership through excellent communication, strong problem-solving abilities; solid managerial skills, experience mentoring and motivating a team, and prioritizing workload in addition to 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).

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.