

Early Childhood Manager

Pre-K Priority Department

General Information

Organization Overview

Smart Start of Forsyth County (Smart Start or S.S.F.C.) is a Winston-Salem-based non-profit that funds local programs for children ages birth to five and their families. The organization is a catalyst for improving the lives of the 15,000 young children in our community, focusing on health, family, early education, and literacy. We mobilize resources and forge partnerships to support evidence-based policies, practices, and programs to ensure all children enter kindergarten healthy and ready to succeed.

Smart Start's budget of over \$9 million comprised funding from the state of North Carolina, Forsyth County, and private donations and grants. S.S.F.C. funds approximately 15 programs annually, serving over 15,000 young children and their families, and administers Forsyth County's NC-Pre-K program, which provides free Pre-K to children in the community. S.S.F.C. also operates programs and campaigns internally, including Dolly Parton's Imagination Library, R.O.O.T.S., Family Engagement, Childcare Care Health Consultant, and the Childcare Subsidy. The organization is also the leader in research, data, convening, and collaboration on issues related to children from birth to five in the Forsyth County area.

Position Summary

The Early Care and Education Manager is responsible for the management, supervision, planning, development, and growth strategies for SSFC's Success Coaches and plays a key role in supporting the vision, goals, and strategy of the agency, ensures the highest quality program is offered and develops strong, positive relationships with staff and families. The position supervises Success Coaches responsible for supporting Pre-School, Infant-Toddler and all Forsyth County Early Childhood options for families administered by SSFC. Those Success Coaches work with the childcare Site Administrators, Family Engagement Specialists, Teachers, Families, and all S.S.F.C. staff to provide direct support and leadership to Early Care and Education teachers related to state and county standards in high-quality early childhood instruction. This position is funded through the American Rescue Plan Act (ARPA) of 2021.

Essential Duties and Responsibilities

- Plans, organizes, maintains, and manages the operations of the SSFC Success Coaches Program for infants, toddlers and all other Pre-K Initiatives.
- Supervises Success Coaches. Hires, evaluates, trains, disciplines, and recommends dismissal of staff as necessary.
- Develops, recommends, and administers policies, procedures, and processes in support of Early Care and Education; implements and monitors compliance with approved policies, procedures, and processes. Ensures compliance with applicable grant requirements and State licensing requirements, including sanitation, fire, and CSD regulations.

- Participates in the development and administration of the Success Coach budget; coordinates the allocation of resources following budget approval; recommends approval of expenditures.
- Collects and analyzes a variety of complex data and information. Performs statistical analysis and summarizes findings in applicable reports or other communication mediums.
- Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate. Advocates for center needs through College and community resources.
- Participates in soliciting short-term bids from vendors for small supply orders, which includes defining specifications, selecting vendors, and placing orders with vendors.
- Serves as a liaison with other departments within the Pre-K Community, SSFC, and external agencies in order to provide information on available resources, programs, and/or services.
- Positions in this classification may perform all or some of the responsibilities above and all positions perform other related duties as assigned.
- Lead Success Coaches relative to the Pre-K Initiative selected sights.
- Support the philosophy and vision of S.S.F.C. and the Pre-K Initiative.
- Models and sets a high standard of evidence-based instructional practices that align with local, state, and Pre-K Initiative policies and procedures.
- Participates in appropriate professional groups and committees.
- Seeks consultation from Pre-K Priority Support Team and external agencies (e.g., T.A. providers, Consultants from My Teachstone & Creative Curriculum) as needed to ensure consistent implementation of high-quality services in Forsyth County.

Professional Development and Curriculum Support

- Attend required professional development: CLASS Reliability, Teachstone Training Modules, Teaching Strategies (Curriculum & GOLD), UNCC-EESLPD Orientation, and Teacher Evaluation training.
- Review, analyze, and interpret data from CLASS assessments and the Teaching Strategies fidelity tool to ensure Creative Curriculum and Teaching Strategies Gold are implemented to fidelity in the Pre-K Priority classrooms.

Internal & External Communication

- Communicate orally and in writing with internal staff and external partners about Priority Pre-K Program coaching & support services.
- Establish and maintain a cooperative working relationship with families, school personnel, and the community, ensuring open lines of communication.
- Maintain contact logs documenting teacher observations, strategies, other related activities, and action plans.

- Document monthly coaching reports by site and classroom through an online tracking system and submit all appropriate documentation to childcare Site Administrators and Priority Pre-K Curriculum and Teacher Support Manager.
- Offer feedback to Pre-K Priority Curriculum and Teacher Support Manager and Pre-K Priority Support Team about general teaching practices, teacher support, and specific challenges or trends observed across Pre-K Priority classrooms to inform and strategize additional supports or training needs.

Education and Experiential Requirements

- Minimum of BA/BS degree in early childhood education or related field. Advanced degree preferred.
- A North Carolina Birth-Kindergarten (B.K.) or Pre-K Add-on Professional Teaching License (SP II / Continuing License). CLASS™ Pre-K Reliable desired.
- Five years as a successful lead teacher in a Pre-K classroom using the Creative Curriculum, Teaching Strategies Gold (T.S.G.). Experience with Teacher Evaluation and CLASS™ desired.
- Three to five years of increasingly responsible and progressive leadership experience in early education programs, including direct experience with young children and training, mentoring, or providing technical assistance to teachers.
- Three to five years of supervisory and Director experience required.
- Equivalent education and experience may be considered.

Additional Duties:

- Attend required meetings and training.
- Follow all S.S.F.C. policies and procedures.
- Perform other duties as assigned by the supervisor

Experience with using databases and maximizing their capabilities.

- Computer skills in Microsoft Word, Excel, PowerPoint, and Outlook.
- Operate an automobile and possess a valid driver's license.
- Participate in the professionalism of the organization.
- Demonstrate cultural competence.

Language Skills:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of teachers, site managers, clients, parents, and the public.
- The ability to communicate in Spanish is preferred.

Physical Requirements:

- Must be able to perform the basic life operational skills of fingering, grasping, talking, hearing, and repetitive motions.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to perform sedentary work, occasionally exerting up to 10 pounds of force and a negligible amount of force frequently or constantly to move objects.