



SCHOOL READINESS PROGRAM MANAGER

FIRST 5 ALAMEDA COUNTY

First 5 Alameda County supports families with young children at home, in child care and in the community. First 5 works to ensure that every child reaches his or her developmental potential and is ready for school by implementing Every Child Counts (ECC) programs. First 5 promotes and improves early childhood development and health outcomes through systems change efforts, family support services, early care and education professional development and quality efforts, community grants and other support strategies. Please see our website: www.first5ecc.org for our Strategic Plan and Annual Reports.

DEFINITION

The School Readiness Program Manager coordinates and manages assigned School Readiness Program activities and components to meet the School Readiness Initiative goals and enhance the school readiness of young children in Alameda County. This position also supports the Community Grants Team by managing a small portfolio of school readiness-related grants.

This full-time, exempt position reports to the School Readiness Program Administrator, and is classified in the Manager level. Indirect supervision and coordination on community grants related work is provided by the Community Grants Administrator.

DUTIES AND RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

- Develops, coordinates and monitors Summer Pre-K programs at multiple elementary schools in Alameda County
 - Oversees day-to-day operations and contract compliance of Summer Pre-K Program in partnership with multiple school districts
 - Coordinates and provides Summer Pre-K staff orientation and training
 - Provides on-site technical assistance to all Summer Pre-K programs
 - Conducts environmental assessments of Summer Pre-K classrooms and provides related technical assistance.
 - In partnership with Early Childhood Mental Health Specialist, coordinates child development screenings and referrals
 - Coordinates and participates in ECChange data entry management for the Summer Pre-K program
 - Facilitates expansion of the Summer Pre-K program according to grant funding requirements
- Manages implementation of the annual Kindergarten Readiness Study providing technical assistance to participating Kindergarten teachers, coordinating logistics with Applied Survey Research and managing internal processes related to study
- Maintains relationships and regular communication with partner elementary schools

- Coordinates and staffs Kindergarten/ECE Collaborative meetings in various communities and plans the K/ECE Annual Conference
- Provides technical assistance and training to community partners and school districts as requested by Administrator
- Assists with data collection, management and analysis, including data preparation for the ECC annual report
- Plans, coordinates and implements various School Readiness events
- Provides ongoing support to the School Readiness Program Administrator, as requested
- Attends internal and community meetings, as assigned
- Supports School Readiness Administrator with fiscal management of assigned projects

Manages a small portfolio of Community Grants program grantees, including:

- Participates in outreach process to provide information about the community grants process.
- Reviews submitted proposals, evaluating them for soundness of program delivery model and adequacy of program evaluation and sustainability.
- Assists in preparation of recommendations to Directors.
- Coordinates development of contracts, budgets and accountability plans for assigned grantees.
- Provides support to grantees by providing orientation sessions for new grantees, consultation and training on development and delivery of programs to build capacity, facilitating meetings with grantees, and promoting collaborative linkages with other community agencies.
- Implements program monitoring methods, including use of ECC Online to track objectives and review grant reports and supplemental documentation.
- Reviews grant reports, scope revisions and other data collection and compliance efforts in partnership with First 5 program and evaluation staff.
- Provides technical assistance and feedback on performance and grant compliance to grantee organizations, conducts site visits as needed to determine compliance and program effectiveness, and puts remediation plans in place when necessary.
- Provides written performance feedback at the end of each reporting period
- Communicates regularly with grant applicants and grantees.
- Participates in Grants Team meetings as needed

MINIMUM QUALIFICATIONS

Education

Bachelor degree in child development, human development, education, social science, or related field. Early Child Education units preferred, but not required.

And

Experience

Equivalent of three years of full-time professional-level work in early care or elementary education programs, one of which must have included program planning

and management. Some early childhood or Kindergarten classroom teaching experience required. Experience supervising multiple early care and education programs highly desirable. Some experience with grants or contracts processing or administration preferred.

Other

- Some evenings and weekends required
- Must have a valid California driver's license, personal automobile insurance, own transportation and ability to travel within Alameda County as necessary to carry out job duties.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices and curriculum in early childhood and/or elementary education including child development, parent involvement and community resources.
- Assessments of early childhood or elementary classrooms and practices.
- Various adult learning styles and proven strategies for working with each style
- Program development and evaluation methodologies
- Basic budgetary and financial record keeping techniques
- Basic principles of public administration
- Research and report preparation principles
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint
- Use of the internet for research

Ability to:

- Work collaboratively with community agencies and stakeholders
- Plan, monitor and evaluate program and service delivery
- Represent the program and agency in meetings with others and make effective presentations to diverse groups
- Organize and prioritize work, multi-task, and work well under deadline pressure in a fast-paced, growing organization
- Communicate effectively, verbally and in writing, including ability to write reports
- Read, analyze and interpret common professional publications, financial reports and related documents and information
- Think proactively, anticipate problems, analyze situations and develop effective solutions
- Collect, compile and summarize varied information, consider alternatives and reach sound conclusions
- Exercise sound judgment within generally established policies and procedures
- Take initiative and work independently with little supervision
- Establish and maintain effective working relationships with those contacted in the course of work, work as part of a team
- Mobility to work in a standard office environment and attend off-site meetings; mobility and manual dexterity to use standard office equipment and handle

documents; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone. May occasionally lift and/or move heavy (up to 25 pounds) items, such as furniture and boxes.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY

\$51,917 to start, plus excellent benefits

HOW TO APPLY

Please send a cover letter and copy of your resume to fritz.concepcion@acgov.org or mail to:

Fritz Concepcion
First 5 Alameda County
1100 San Leandro Blvd., Suite 120
San Leandro, CA 94577

APPLICATION PERIOD

Open until filled

Equal Opportunity Employment

First 5 Alameda County is an equal opportunity employer. Women, ethnic and racial minorities and persons with disabilities are encouraged to apply.

It is the policy of First 5 Alameda County to afford equal opportunity in all aspects of employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, age, physical or mental disabilities, color, marital status, sexual orientation or medical condition, or any other basis protected by law. This policy shall apply to all employees and applicants for employment, and extends to all phases of employment, including hiring, training, promotion, discharge or layoff, rehiring, compensation, and benefits.