



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title:	Manager of Early Childhood Operations	FLSA Status:	Exempt
Job Family:	Professional	Pay Grade:	R
Prepared/Revised Date:	October 3, 2022	Job Code:	33580
		Days:	223

**SUMMARY:** Responsible for the District’s Early Childhood Education (ECE) operations, with an emphasis on Head Start and Early Head Start, assuring effective collaboration with district departments and services. Responsible for implementing all local, state, and federal statutes, rules, policies, and administrative directions pertaining to early childhood education. Responsible for ensuring timely completion of all portions of the Program Planning Cycle and comprehensive grant applications, monitoring, and audits. Responsible for systems and records in preparation for monitoring and audits, and in response to monitoring and audits.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. With the ECE Director, Assistant Director of Learning, and the ECE leadership team, plan implement, and monitor all district services relating to the ECE program.	D	15%
2. Administer local, state, and federal statutes, rules, regulations, policies, and administrative directives pertaining to operational services for ECE.	D	10%
3. Supervise and monitor effective operational practices, develop professional development trainings and opportunities for ECE staff members, aligning ECE program with the District’s goals and initiatives.	D	10%
4. Provide assistance to the ECE Director, building principals, district departments, and staff in effectively implementing the ECE program.	D	10%
5. Supervise and monitor operating and administrative systems and procedures to ensure effective program operation, compliance, and progress on ECE goals.	D	10%
6. Using language and culture skills as appropriate, facilitate oral and written communication between staff, ECE students and/or ECE families for the purpose of evaluating situations, solving problems, and resolving conflicts.	D	5%
7. Manage operational spending and provide accurate monthly reports from all applicable budgets according to district policies and procedures.	M	5%
8. Supervise and evaluate operational staff. Make staffing decisions, job assignments, and hire staff in accordance with district policies and funder requirements for governance.	M	15%
9. As part of the ECE leadership team, oversee and manage all portions of grant/funder cycles. Implement all portions of the Program Planning Cycle and all grant cycles using valid and objective data.	M	10%



10. Represent the ECE program at federal, regional, state, local meetings and task forces as assigned by the ECE Director. Participate in program governance regularly.	M	5%
11. Collaborate with district departments, schools, staff, and local agencies regarding the ECE program. Regularly facilitate multi-stakeholder groups to ensure that family and staff suggestions are included in ECE program design and operations.	M	3%
12. Attend work and arrive in a timely manner.	D	1%
13. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Human Service field, Administration field or Early Childhood
- At least two years’ experience involving non-profit administration, personnel management, business organization and management
- At least two years’ experience with Office of Head Start programs, procedures, regulations, compliance standards and best practices

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Health and Human Services Large Center Director Qualifications
- CPR and First Aid training (may audit the course)
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to communicate both verbally and in writing with children, parents and staff
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of program and grant management
- Ability to write effective grant proposals
- Ability to create, present and manage budgets
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	Early Childhood Secretary	3
	Early Childhood Office Manager	1

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	