



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Early Childhood Project Manager** FLSA Status: **Exempt**
 Job Family: **Support Services** Pay Range: **SS40Y**
 Prepared/Revised Date: **August 24, 2018** Job Code: **40538**

SUMMARY: Responsible for supporting the district’s early childhood education program by undertaking effective collaboration with all district departments and services through annual and special one-time projects. Responsible for supporting projects ensuring compliance with all local, state and federal statutes, rules, policies and administrative directions pertaining to the district’s early childhood education program.

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 = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Plan, implement and monitor projects relating to early childhood education programs (ECE).	D	15%
2. Assist in maintaining and updating operating and administrative documents, policies, and procedures to ensure effective program operation and compliance.	D	15%
3. Maintain agency relationships by attending community and partner stakeholder meetings and compiling documentation of meeting outcomes for ECE administrative staff members. Report monthly to Leadership and Policy Council on outcomes from these meetings. Ensure compliance with all program and agency relations and by-laws.	D	10%
4. Facilitate communication (oral and written) between personnel, students, and/or families for the purpose of evaluating situations, solving problems, and/or resolving conflicts. Identify which situations should be brought to leadership to find appropriate solutions.	D	5%
5. Train, monitor, and follow up with personnel to ensure no child will be left alone or unsupervised. Report any observations that may be of concern, particularly as defined by the State of Colorado and Child Abuse and Neglect policies. In collaboration with Student Services, maintain Child Abuse records.	D	3%
6. Assist in conducting ongoing assessment and response to findings for all program components including quality control, site visits, and client input (State licensing inspections, USDA and CACFP Food Programs, CPP, HS and EHS grants, and the annual Program Information Report (PIR)). Provide information for on-site Federal Head Start, Early Head Start and USDA reviews.	M	15%
7. Assist in planning, delivery, and implementation of orientation, training, and meetings for families, policy council, governing body and staff members. Assist with writing and implementation of the Training/Technical Assistance (T/TA) plan annually.	M	10%
8. Serve as a member of all appropriate ECE department committees and workgroups.	M	10%
9. Support the conduct of all portions of the Program Planning Cycle, in conjunction with the administrative teams and policy council, to implement programming that meets community service needs. Support submission of all required reports and Program Planning Cycle documents. Ensure projects support the ECE program’s adherence to applicable federal, state, local, and program standards, policies, and procedures.	M	10%
10. Monitor budget and grant funds for assigned projects.	M	5%



11. Attend work and arrive in a timely manner.	A	1%
12. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

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
- At least two years’ experience within a large school district or within Poudre School District

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- 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
- 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
Direct reports:	This position has no direct reports	



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			
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	