

# Regional Early Childhood Manager - Full-Time, New York, Ny

STGi

New York, NY

Other

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## Job Description

### REGIONAL EARLY CHILDHOOD MANAGER

#### OFFICE OF HEAD START TRAINING & TECHNICAL ASSISTANCE REGION 2

The **Regional Early Childhood Manager (RECM)** has a strong early childhood background to support our Head Start Training and Technical Assistance (TTA) team in Region II. The **Regional Early Childhood Manager (RECM)** implements a comprehensive system of quality assurance for training and technical assistance to grantees and contract deliverables related to the work of Early Childhood Specialists (ECS). The **RECM** works closely with the Regional Office (RO) on short, intermediate, and long-term planning in accordance with Office of Head Start (OHS) and RO priorities. The **RECM** works remotely with periodic time in the RO.

## Responsibilities

### Responsibilities/Duties:

- Implement a comprehensive system of quality assurance for TTA grantees and contract deliverables related to the work of ECS.
- Provide effective and timely ongoing supervision and coaching to ECS to ensure the provision of high quality training and technical assistance.
- Develop and implement professional development for ECS to increase their capability to support grantees in key performance areas including coaching, curriculum implementation and fidelity, teacher-child interactions, family engagement, child and family outcomes,

assessment, and data aggregation and analysis.

- Implement TTA data aggregation, analysis and reporting processes that inform and improve the quality, responsiveness of ECS services and improves coordination of state, regional, and national priorities and other early childhood TTA systems, as directed by the region.
- Conduct at least two field observations of ECS in each performance period to assess quality of TTA provided and determine professional development needs.
- Communicate with RO staff to ensure coordinated support, messaging, and prioritization of technical assistance to grantees.
- Provide reporting of comprehensive data regarding ECS activities, trends, regional needs, and intensity/quality of TTA provision on a schedule agreed upon with the RO.
- Review and approve Monthly Travel Plans for assigned ECS.
- Participate in national and regional work groups and meetings, as directed by OHS.
- Provide direct TTA to grantees, as requested by the RO.
- Support emerging OHS initiatives and priorities.

## **Qualifications**

### **Required Skills:**

- Ability to utilize resources, research and available technology to appropriately provide guidance to staff, parents and partners regarding early childhood issues from the Early Childhood Learning and Knowledge Center (ECLKC), National Centers and other Office of Head Start national resources.
- Ability to develop, train and provide presentations to individuals, small and large groups.
- Familiarity with the *Improving School Readiness for Head Start Act of 2007*, Head Start and Early Head Start Programs, OHS Monitoring Protocols and processes, and knowledge of *Head Start Program Performance Standards* and Other Regulations as they apply to all facets of early childhood education, family engagement, collaboration, and professional development.
- Knowledge of software systems that hold career training data and child outcome data at the grantee level.
- Understanding of developmentally, culturally, and linguistically appropriate curriculum and assessment.
- Ability to work both independently and in a team environment.

- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage workload and deadlines.

**Required Experience:**

- A minimum of a BA or BS Degree, with a preference for a Master's degree, in Early Childhood Education/Development, Education Leadership, or related field from an accredited university or college. If degree was awarded more than 10 years ago, the resume should be specific regarding such events as courses, conferences, seminars attended or relevant work.
- A minimum of seven years of experience. This experience shall include at least 3 years with the provision of high level technical assistance and consultation to Head Start or other early childhood programs related to school readiness, and 3-5 years of progressive supervisory/management and staff development with experience managing remote-located staff teams preferred.
- Demonstrated experience providing training and technical consultation with early childhood and family engagement staff.
- Demonstrated experience coaching staff.
- Demonstrated ability/experience in successfully development, implementing and managing/improving multifaceted projects including experience in implementing quality assurance systems that improved the provision of client services.
- Demonstrated skill and ability to communicate clearly, both orally and in writing to various audiences.
- Demonstrated ability to review, aggregate, and present data gathered from multiple sources.
- Intermediate to advanced level experience with recent versions of Microsoft Suite, such as Word, Excel, PowerPoint, Outlook, and Internet Explorer; ability to use current webinar technology and audio conferencing. Familiarity with Smart Sheets preferred.
- Demonstrated knowledge/education in working with infants/toddlers and/or preschoolers.
- Demonstrated experience working with special populations or children in different learning environments, such as children with disabilities, children who are dual language learners, children in family child care settings, and/or children who are homeless.
- Sufficient flexibility to work on-site with grantees for periods of time ranging from one day to several weeks, at the request of the regional office.
- Obtain and maintain CLASS reliability certification, as required by RO.
- Valid Driver License and access to transportation.

## Application Instructions

Karen-Marie Johnson

Senior Corporate Recruiter

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## Additional Information

*STGi is a workforce solutions company providing comprehensive healthcare delivery, Head Start and management consulting services and human capital solutions help our clients. Our services and solutions help our clients sustain and enhance their operations to better accomplish their mission.*

**STGi offers a competitive benefits package which includes Medical, Dental, Vision, 401k with company match and a generous PTO policy.**

STGi is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action Employer, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.