



Position: Preschool Promise Coordinator

Location: Salem, Oregon

History:

Marion & Polk Early Learning Hub, Inc. (MPELH) is a nonprofit organization focused on helping to ensure children ages 0-6 are safe, healthy and eager to learn, and every family is strong and resilient. MPELH is a backbone organization that connects resources, programs and families to ensure better outcomes for young children. MPELH and partners have committed to three primary goals driving the work:

- Children are more ready for kindergarten
- Families are stable and attached
- Services are coordinated and effective

Position Purpose

The Preschool Promise Program Coordinator is responsible for the programmatic operations of the Preschool Promise program, including development and implementation of program goals; administrative procedures, guidelines, and systems; financial management; and compliance with contracts and Oregon Preschool Promise program standards. Other responsibilities include participating in MPELH meetings including Collective Action Team, and various community collaborations with child care, Head Start and preschool partners to ensure quality in early childhood education.

QUALIFICATIONS 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.

Education and Work Experience

A comparable combination of education and experience will be considered:

- A Bachelor's degree, ideally in Business Administration, Early Childhood Education, Social Work, Program Management, or another related field.
- 3 years' experience in program management or program oversight.
- Experience in an educational or family services agency setting such as Head Start, Early Head Start, or preschool experience desirable.
- Experience in budgeting, bookkeeping and reporting.
- Experience creating and maintain comprehensive project documentation, business processes, and reports.

Communication Skills

- Ability to read, write, speak, and understand English, and Spanish is strongly preferred.
- Possess excellent communication skills and be able to interact with diverse individuals while maintaining professionalism, tact and inclusiveness through shared decision making.
- Demonstrate effective and professional writing skills.
- Experience in communication, marketing and graphic design

Other Qualifications and Core Competencies

- Strong knowledge of theories and practices of Early Childhood Education and Development and Family/Social Services.

- Knowledge of community resources, including those that relate to children and families.
- Experience in supervising, monitoring and evaluating programs.
- Experience in business coaching and/support.
- Proficient in the use of computers and information technologies.
- Ability to work evenings and weekends.
- Ability to organize, prioritize, and apply logic in approach to work, effective time management, and planning and meeting deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This job description is not intended to be all-inclusive. Employee will also perform other reasonably related duties as required.

Program Oversight and Coordination (65%)

- Oversee the development and implementation of Preschool Promise for the Hub Region.
- Plan and coordinate key activities in consultation with supervisor
- Ensure effective implementation of policies and practices
- Maintain budget and tracking expenditures/transactions
- Liaise with Early Learning Division and Preschool Promise sites around the state as necessary to meet the overall objective of Preschool Promise
- Guide, mentor, coach and monitor Preschool Promise providers.
- Ensure consistency in Preschool Promise service delivery with attention to inclusive; encourage continuous improvement of systems.
- Assess individual and group needs in each preschool setting, attending to special needs, specific interests, strengths and concerns.
- Create program initiatives that assist providers in maintaining a fiscally stable organization to support both Preschool Promise and other income streams. Assist with program marketing as needed.
- Create and maintain work plans, guidelines, procedures and forms necessary.
- Participate in and develop internal structures and systems to ensure the highest quality of services to children and families in compliance with Preschool Promise Performance Standards.
- Coordinate the preparation, state submission, monitoring and verification of completion for all provider waivers required/allowed by the Oregon Early Learning Council.
- Participate in development of program agreements and contracts as necessary.
- Assist in the development, implementation and monitoring of Preschool Promise program budget.
- Participate in Collective Action Team meetings on a monthly basis, ensuring that the Collective Action Team is provided with information and input into the progress of the Preschool Promise program, policy changes, curriculum and planning.
- Participate in Head start and other Preschool Programs meeting on a monthly basis to ensure collaboration and expansion of Preschool services.

Program Management (25%)

- Work with the Executive Director, Fiscal and Performance Officer, and Quality Improvement Specialists on program planning and development, program effectiveness, evaluation, and goal setting.
- Ensure continuous improvement to the Preschool Promise program by conducting periodic assessments, including the program's self-assessment, and soliciting input from program staff and parents.
- Develop and implement with partners recruitment and pre-application screening process.
- Utilize the state provided data system along with local provider systems, retrieve reports and evaluate outcomes of children.

- Monitor contract services to ensure that performance standards are met, and services to children and families are delivered in a manner that meets agency policies and procedures and is responsive to the individual needs of children and families.
- Help Preschool Promise Providers comply with all State regulations for licensure and certification of facilities through the Office of Child Care, Early Learning Division.
- Participate in and develop systems to meet all requirements of state monitoring reviews.
- Prepare Preschool Promise program reports for Board of Directors and Early Learning Division as required.

Staff Development & Child Care Partner Training (10%)

- Develop and implement the Preschool Promise training plan.
- Work in partnership with the Child Care Resource and Referral Agency and other professional development organizations and/or contractors to ensure Preschool Promise Providers attain (or demonstrate substantial progress toward) required certificates and diplomas within the provisions of state approved waivers.
- Develop and maintain a Provider Network to bring Preschool Promise Providers together regularly for professional development and ongoing support. Work with appropriate organizations or contractors to provide appropriate training and professional development content.

While performing the above Essential Duties and Responsibilities the employee must:

- Possess working knowledge of Preschool Promise Standards, agency policies and procedures and other applicable regulations.
- Be able to work with diversity and multi-disciplinary teams.
- Be detail-oriented and efficient, including excellent time-management and organizational skills.
- Develop and maintain community partnerships to enhance the systems of the program.
- Demonstrate direct, positive, honest, and respectful behavior in every aspect of work, including work with children, families, staff and community members.
- Work cooperatively with staff to promote a unified team approach, which includes sharing ideas, communicating, problem solving, and mutual support.
- Support and enthusiastically participate in program changes and continuous improvements.
- Comply with safety policies and personnel rules.
- Respect the confidentiality of information about Preschool Promise enrolled children and families, agency staff, personnel issues, and other program operations.

COMPENSATION

Range: \$56,000-\$63,000 commensurate with qualifications and experience.

MPELH offers a benefits package that includes Paid Time Off (PTO), and medical, dental, vision health benefits for full-time employees. This is a full-time exempt position with a work schedule that will include frequent evening and weekend meetings and training. There will be some travel, primarily in-state.

Successful applicant must successfully complete and pass the Criminal History background check. Must possess a valid Oregon Driver's License and insured vehicle available for use on the job or acceptable alternative.

TO APPLY:

Please submit a resume, cover letter, and three (3) references electronically to: lharnisch@earlylearninghub.org

Applications will be reviewed as they are submitted. **Position closes December 21, 2018 at 5:00pm.**