



## Early Childhood Program Success Manager

<b>DATE:</b>	March 2024	<b>FLSA:</b>	EXEMPT
<b>REPORTS TO:</b>	Early Childhood Systems Director	<b>FTE:</b>	1.0 (40 hrs/week)
<b>DEPARTMENT:</b>	Early Childhood Systems Dept.	<b>SALARY TIER:</b>	\$60,000 to \$75,000 (Hiring range: \$60,000-\$65,000)
		<b>BENEFITS (as of 3/12/24):</b>	Paid Sick and Annual Leave 12 Paid Holidays IRA (3% company match)

### JOB SUMMARY

The FirstSpark Early Childhood Program Success Manager gives oversight to the Virginia Quality Birth to 5 (VQB5) statewide unified measurement and improvement system ensuring the success of enrolled early child care and education programs, school divisions and Head Start. The Manager is responsible for supporting the coordination, implementation, and accountability of VQB5 in the geographic area of Ready Region Chesapeake Bay (RRCB). This includes development, management, and oversight of VQB5 data systems. The Manager collaborates regularly with state and regional community partners, including quality improvement partners to identify enrolled program needs and opportunities to evaluate and improve. Key goals include building relationships for shared accountability and benefit; strengthening quality of programming; increasing access to high-quality early learning environments; and engaging families in the process.

### SUPERVISORY RESPONSIBILITIES

The Manager has direct oversight and supervisory responsibility for a team of specialists as well as contracted observers, instructors, and technical assistance advisors holding them accountable to program goals and metrics for participating VQB5 programs. The Manager has full-scope evaluative responsibility for essential functions and performance. Monitors certification of staff to ensure compliance and supports their professional development needs for continued growth. Conducts regular staff meetings with updates on changes at a state, regional, and local level. Builds the team so there is sustained engagement and enthusiasm for the work aligned with mission and brand. Helps the team explore and implement all elements of VQB5 set forth by the Virginia Department of Education leading to the highest quality educational experiences for young children across all early education settings the region.

### ESSENTIAL RESPONSIBILITIES

#### EXPERTISE AND LEADERSHIP:

- Provides operational oversight, manages workflow, and develops implementation plans with corresponding policies and procedures for all aspects of VQB5 in support of required participation by publicly funded early care and education sites in Ready Region Chesapeake Bay.
- Collaborates with other FirstSpark managers and directors as a liaison and expert on Virginia's early childhood system; uses regional data to inform organizational policies, procedures, and outreach.
- Identify strengths and gaps in services, coordination, and resources within the region's child care system and the community.
- Works with FS Directors on consistent and accurate messaging aligned with VDOE, VECF, and FirstSpark branding, vision, and mission.

#### DATA SYSTEMS:

- Supervise the use and development of all associated data systems (internal and external) ensuring data collected is thorough and reliable to inform all RRCB initiatives.
- Support collaborative decision-making through the analysis of CLASS observation and program data to co-develop procedures that guide observer support, program training, and coordinated enrollment.

- Exhibits an extensive understanding of LINKB5 and other data systems introduced or considered for efficiency in the implementation of VQB5.
- Create and provide training to staff, contractors, child care directors and family home providers on the use of specified data systems, with support from VQB5 specialists.
- Work with Specialists and contractors to maintain accurate accounting of eligible programs and classrooms, observation scheduling and projected gaps, reviewing data weekly during Fall and Spring, ensuring all observations are scheduled and completed; then reporting the data to state administrator for ongoing regional accountability.
- Reviews, understands and shares data and trends with RRCB, VDOE, VECF and actively collects qualitative data stories to illustrate long term impact.

#### **FINANCIAL AND ADMINISTRATIVE:**

- Maintains accurate records and prepares timely and accurate monthly and quarterly reports for submission per grant requirements.
- Reviews and may approve financial reporting of grant expenditures, provides input and monitoring on grant budgets with the Finance Administrator and Director.
- Ensures required records are kept for RecognizeB5 teachers before submitting documentation needed for payment.

#### **COMMUNITY ENGAGEMENT:**

- Develops relationships with regional partners to promote a strong commitment to the VQB5 mission, working cross-functionally with community partners to support school readiness goals through collaboration and coordination with other early childhood initiatives to leverage resources and funding.
- Convenes regular regional meetings to provide updates about state-level guidelines fielding and delegating inquiries from child care site directors.
- Facilitates ongoing, coordinated involvement of multi-site administrators, particularly with public school supervisors, Head Start administrators and corporate child care district directors or child care business directors/owners; may meet individually to receive feedback and hear concerns.
- Ensures information sessions are held for all eligible early care and education sites on a regular basis.
- Manages regional partner outreach that may include incentives and/or stipends.
- Acts as regional liaison for Teachstone.

### **QUALIFICATION AND COMPETENCIES**

1. Bachelor's degree from an accredited institution in education, human services, or related field.
2. Three (3) years' managerial experience in an early care and education program, social service agency or other public or private early childhood setting.
3. Recent supervisory experience with multiple staff with an ability to mentor and coach staff members.
4. Strong knowledge of child development and early education classroom best practices with CLASS certification and observation experience preferred.
5. Ability to develop and maintain effective relationships with public, partners, and customers, working cooperatively with others to achieve common goals.
6. Experience in grant and budget management, specifically tracking deliverables, writing reports, evaluating goals, and contributing to or revising budgets.
7. Ability to adapt to changing work environments, priorities and organizational needs while meeting deadlines and managing time. Takes independent action to address and resolve problems.
8. Has an aptitude for and effectively uses all Microsoft products (particularly Excel), marketing and project management tools and systems for communication.
9. Exhibits collegial interpersonal skills from expressing ideas effectively to demonstrating sound judgement in decision making, while keeping a collaborative style within the team dynamic.
10. Demonstrated success in strategy development and group facilitation skills for engaging multiple stakeholders from diverse backgrounds.
11. Communicates well (orally and in writing) with the ability to deal with others in a direct honest manner.

12. Documentation of current auto insurance and valid driver's license plus annual reporting of zero infractions.
13. Completion of child protective services criminal record check and national sex offenders background check.

**OTHER DUTIES:** This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities required of the employee for this job; other related job duties may be needed to help drive our vision, fulfill our mission, and abide by our organization's values.

**TRAVEL:** Must be able to provide own transportation to regularly attend, support or lead meetings, events, and trainings in the region or at the state level with monthly mileage submitted for reimbursement at the current GSA rate

**WORK ENVIRONMENT:** The Manager will work both in the office and in communities and sites served; a written telework agreement and schedule can be negotiated.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential responsibilities.

**EEO STATEMENT:** FirstSpark provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

**SIGNED ACKNOWLEDGEMENT:** Once hired, employee signature on the original job description constitutes employee's understanding of the requirements, essential functions, and duties of the position as well as a willingness to be flexible and do various jobs not listed, as the need arises.

**TO APPLY:** Send cover email and resume to [jobs@firstsparkva.org](mailto:jobs@firstsparkva.org)



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