

POSITION DESCRIPTION

Title:	Early Care & Education Manager
Department:	Early Care & Education
Direct Supervisor:	Executive Director
Home Office:	<input checked="" type="checkbox"/> Statesville <input type="checkbox"/> Mooresville / <input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid
Classification:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
FSLA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Hiring Salary:	\$65,000+

Primary Purpose of Position:

The Early Care & Education Manager provides leadership and oversight for early care and education programs. This role ensures programs are well-managed, high-quality, and meet all funding and regulatory requirements. The Early Care & Education Manager plans, implements, monitors, and evaluates services while supervising and supporting assigned staff.

Key Responsibilities:

Program Leadership & Management

- Oversee early care and education initiatives, including NC Pre-K and Quality Support Services.
- Plan, implement, and evaluate programs to ensure effectiveness and continuous improvement.
- Support outreach and recruitment efforts.
- Monitor program budgets and ensure responsible use of funds.
- Maintain compliance with all applicable regulations, contracts, and policies.

Staff Supervision

- Supervise and support Early Care & Education staff.
- Recruit, hire, onboard, and retain qualified team members.
- Conduct performance evaluations.
- Review and approve timesheets and expense reports.
- Support staff professional development and training.
- Provide coaching and technical assistance to promote high-quality service delivery.

NC Pre-K Program Administration

- Serve as the primary contact for NC Pre-K.
- Coordinate site selection and classroom participation.
- Ensure compliance with program standards and requirements.
- Support the NC Pre-K Committee.
- Oversee child eligibility and placement processes.
- Conduct site visits to provide guidance and support.
- Review attendance, lesson plans, and program data.
- Monitor program quality and support improvement planning.
- Address concerns from families and providers.

Quality Support Services

- Provide on-site coaching and technical assistance to child care programs.
- Support providers in meeting licensing and quality standards.
- Conduct program assessments and develop improvement plans.
- Maintain accurate documentation of services provided.

Training & Community Engagement

- Develop and deliver training for early childhood professionals.
- Participate in local and state initiatives.
- Build relationships with child care providers and community partners.

Fiscal Oversight & Reporting

- Monitor program budgets and allowable expenses.
- Maintain required documentation.
- Collect and review program data.
- Complete required reports accurately and on time.

Other Duties

- Perform additional responsibilities as needed to support the organization's mission.

Qualifications:

- Ability to pass a criminal background check.
- Valid driver's license and reliable transportation.
- Ability to work occasional evenings or weekends.
- Ability to travel locally.
- Proficiency in Microsoft Office.
- Ability to lift up to 40 pounds.

Education & Experience:

Bachelor's degree in Early Childhood Education, Child Development, Human Services, or related field. Master's degree preferred. Minimum of five (5) years of experience supervising staff and managing programs. Equivalent education and experience may be considered.

Knowledge, Skills, and Abilities:

- Knowledge of early childhood best practices.
- Understanding of North Carolina child care regulations and Environment Rating Scales.
- Familiarity with NC Pre-K requirements and guidelines.
- Strong communication, organizational, and problem-solving skills.
- Ability to analyze data and monitor program quality.
- Ability to manage budgets responsibly.
- Ability to work independently and as part of a team.
- Ability to build positive relationships with diverse groups.