

HQEL Manager

REPORTS TO: Child Development Director

FLSA STATUS: Exempt

STATUS: Full-Time, 52 weeks, 40 hours per week

SAFETY SENSITIVE: Yes

Job Summary:

Implement all aspects of the High-Quality Early Learning (HQEL) Grant, including enrollment, education, health, and licensing for selected classrooms. Monitor, analyze, and provide feedback concerning content systems. Develop and implement appropriate training and technical assistance. Establish and maintain effective recordkeeping systems. Participate as a team member and in community networking including participation in the State of Arizona's QRIS program. Conduct self in a professional manner. Develop and manage content contracts, collaborations, and memorandums of understanding as needed. Perform supervisory duties as assigned.

Essential Functions:

The HQEL Coordinator will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The HQEL Coordinator's responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The HQEL Coordinator will demonstrate competency to perform essential functions that include:

- Exercises supervision over assigned staff, gives input in the hiring, and carries out employee performance evaluations in accordance with personnel policies.
- Monitor staff attendance, and schedules.
- Maintains all necessary communication and reporting with the Department of Education for compliance with the Grant.
- Monitors, plans & assures quality program policy and procedures are provided and meet all current trends regarding researched based practices as well as compliance with all local, state and federal regulations and Arizona's Program Guidelines for High Quality Early Education: Birth through Kindergarten.
- Maintains ECE expertise and disseminates such knowledge by providing ongoing quality assistance to staff.
- Provides skill development and mentoring to staff progressing in their position by performing on-the-job technical assistance and mentoring of specific skills.
- Coordinates with other Content Managers to ensure appropriate enrollment, education, health, disabilities services.
- Establish recordkeeping and monitoring systems to assure program quality.
- Promotes continuous quality improvement and quality assurance efforts for the agency.
- Oversees the Preschool curriculums are implemented to fidelity.
- Analyzes, monitors and manages the child assessment and Child Plus data.

- Develop, analyze, and monitor HQEL budget. Oversees the purchasing of classroom and playground equipment.
- Ensure facility maintenance is being completed at HQEL sites and classrooms.
- Communicate effectively with co-workers and community members. Attend and/or facilitate meetings to meet content needs, including participating in ECQUIP and child transitions to Local School Districts.
- Promote consistent exchange of information by communicating in a professional manner through verbal and written means while maintaining confidentiality at all times.

Minimum Requirements:

- Bachelor's Degree in Early Care and Education, Elementary Education or closely related field. Master's
- degree preferred. All education must be from an accredited institution.
- Two years directing committees and workgroups, and grant/proposal writing.
- Three to Five years in a licensed facility, and Five years providing T/TA and consultation services to preschool programs.
- Four years; adult supervision, working with low income, culturally and linguistically diverse families.
- Advanced computer skills in Excel, Power Point, Word, Access, internet, and email.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire is required at hire and will be updated every 3 years.
- Employee must be able to speak, read, write, and understand English.

Knowledge, Skills, and Abilities:

- Knowledge of; Arizona State licensing ECSE, and ADE regulations required.
- Possess excellent oral (to include public speaking) and written communications required.
- Excellent oral and written communication skills required.
- Demonstrate the understanding of CPS reporting system, signs and symptoms of child abuse and neglect.
- Experience with grant compliance preferred.

Physical Requirements:

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listening the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

Acknowledgment:

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

Position is contingent upon funding. Current funding is awarded until May 31, 2024.

Employee Signature

Date