

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	HOPE Program Manager
Pay Table:	Support
Pay Grade:	15
FLSA Status:	
Job Code:	494
Reports to:	Early Head Start/Head Start/Title I Preschool Director

JOB SUMMARY

Under the direction of the Early Head Start/Head Start Director, the Program Manager is responsible for setting up and overseeing the daily operation of the Davis HOPE (High-Quality Opportunities for Preschool Education) Program. Responsibilities include supervising HOPE employees and supporting staff professional development; collecting, analyzing, and reporting program data; using program data to inform decisions; overseeing the budget and reimbursement processes; and reporting program progress to the senior Early Childhood Management Team weekly.

ESSENTIAL JOB FUNCTIONS

- Provides effective leadership in developing and implementing all components of the HOPE program.
- Builds and maintains positive relationships with Elementary School Principals and school staff in each of the five HOPE schools located throughout the Davis School District.
- Hires and supervises new HOPE employees and ensures adequate training and professional development for success in their respective positions.
- Collects and maintains paperwork necessary to fulfill the State requirements of the HOPE grant as well as the Davis Early Childhood Department and Davis District regulations.
- Manages daily operations including staffing, responding to staff and parent needs, maintaining accurate paperwork and records, and overseeing curricula and assessment implementation.
- Inputs program data into the Child Plus database.
- Maintains Health and Safety Standards and adheres to Utah State Child Care Licensing requirements.
- Tracks and analyzes child outcome and teacher performance data to inform continuous program improvement.
- Participates fully in all State required trainings and meetings relating to the HOPE grant.
- Reports HOPE progress to Senior Early Childhood Management team during weekly

- meetings, or as needed.
- Assists management in special projects as assigned.
- Assists in hiring new staff and setting up HOPE classrooms.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Early Childhood Education or a related field.
- Three (3) years of experience related to the above tasks, knowledge, skills, and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to train and work with diverse adult populations.
- Strong leadership abilities; demonstrate active listening, excellent verbal and written skills, ability to motivate and encourage adult learners.
- Understanding of economically disadvantaged populations.
- Knowledge of developmental expectations of 0-5 year old children.
- Typing and filing ability, computer skills, Microsoft Word, and PowerPoint skills.
- Strong organizational skills; ability to manage multiple projects at once.
- Excellent interpersonal and problem solving skills.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.