

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT NON-CERTIFICATED POSITION DESCRIPTION

JUDY CENTER EARLY LEARNING HUBS COORDINATOR I

POSITION TITLE: Judy Center Early Learning Hubs Coordinator

REPORTS TO: Chief of Equity, Engagement, and Early Access

LOCATION: Department of Equity, Engagement, and Early Access; and School Based

NATURE OF WORK:

This is a highly skilled position that highly skilled position emphasizes leadership, planning, organization, and the ability to direct multiple Judy Center Early Learning Hubs projects concurrently. The coordinator is responsible for the performance and the results of the St. Mary's County Judith P. Hoyer Early Child Care and Education Center based on the 12 Components.

This includes management and oversight of the existing Judy Center Early Learning Hubs and leading the expansion of additional Judy Center Early Learning Hubs. This work will include project planning; knowledge of early childhood programs and resources; knowledge of budget, procurement, and program design.

ESSENTIAL FUNCTIONS:

- Ability to relate positively to colleagues, children, and families, work under pressure and make decisions in accordance with laws, ordinances, regulations, and established procedures;
- Ability to effectively communicate both orally and in writing;
- Ability to work independently without supervision;
- Ability to maintain sensitive and confidential records and prepare reports from such records;
- Excellent interpersonal skills; and
- Excellent leadership skills.

DUTIES AND RESPONSIBILITIES:

- Working with and expanding the Judy Center Early Learning Hub Partnership;
- Develop and achieve yearly goals and milestones for the Judith P. Hoyer Early Learning Hubs;
- Prepare and Complete grant applications;
- Design, and implement a data collection system;
- Regularly review work requests for progress and completion;
- Coordinate all program activities for the Judy Center partnership;
- Design and implement data collection, compile and submit required reports (including MSDE required reporting);
- Achieve and maintain required program accreditation/validation;
- Develop strategies for increasing program visibility and expansion, enrollment strategies, including recruitment of new partners;
- Coordinate all issues affecting the partners;
- Plan and lead monthly Steering Committee meetings, creating agendas, handouts, etc., taking and distributing meeting minutes;
- Attend statewide Judy Center meetings, and tri-county planning meetings, including Southern Maryland Child Care Resource Center and Head Start;
- Plan and facilitate Interagency Steering Committee meetings;
- Serve on the Early Childhood Team of the Local Management Board of St. Mary's County;
- Make presentations on the Judy Center Early Learning Hubs for organizations, agencies, and conferences.

- Conduct and coordinate the development and distribution of surveys for agency partners, day childcare providers, parents, Judy Center Early Learning Hubs staff;
- Provide marketing materials, medical packets, and permissions to partners;
- Provide fiscal oversight and accountability for purchasing and coordinating services, supplies, and materials for offices, classrooms, activities, and events;
- Develop and distribute parent newsletters;
- Obtain and distribute brochures of interest to parents, i.e., childcare, health issues, developmental stages, etc.;
- Develop and execute transition plans for children moving from one school year to the next;
- Hold weekly staff meetings to ensure component compliance monitoring with partners;
- Hold case management meetings on a biweekly schedule to review and monitor data collection, and documentation of partnership activities.;
- Attend Hoyer Center events including periodic evening workshops and events;
- Develop evaluation information for the annual Maryland State Department of Education (MSDE) site visit;
- Create and publish update reports for staff use; and
- Performs other duties as assigned.

QUALIFICATIONS:

- Associates Degree with experience in Early Childhood Education or a related field;
- Demonstrated knowledge of early childhood development and appropriate curriculum for children birth through age five;
- Successful Judy Center Early Learning Hub Leadership Experience;
- Excellent human relations and communications skills.
- Experience and effective management in coordinating services and collaborating with multiple agencies and service providers;
- Evidence of staff development experience and skills;
- Experience in coordinating/managing early childhood program and ability to plan, organize, prioritize, and coordinate the work of others; and
- Thorough working knowledge of current technology to include critical programs, databases, record-keeping, office equipment, and software.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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