Tigard Tualatin School District 23J

Job Description

Work Year: 260/261
Bargaining Unit: Confidential Manager
FLSA Status: Exempt
Salary: Column G

JOB TITLE: Early Learning Manager **REPORTS TO:** Assistant Superintendent

GENERAL DUTIES SUMMARY:

The Early Learning Manager provides overall leadership for the improvement, development, and expansion of the district's early learning services. This role ensures standards across all early learning classrooms, manages the department budget, and leads stakeholder relations. The manager serves as a catalyst for equity by identifying systemic barriers and assisting in the creation of culturally responsive and equitable outcomes for every student.

SUPERVISORY RESPONSIBILITIES:

Supervise the Early Learning Coordinator. Responsibilities include providing guidance, direction, and oversight of staff activities related to early learning programs.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provide overall leadership for the improvement, development, and expansion of the district's early learning system.
- Ensure standards and consistency across all early learning classrooms, including managing licensure and coordinating with bodies such as the Early Learning Division and SPARK certification.
- Oversee the early learning budget, including the development of plans, projections, and expenditure analyses.
- Develop and coordinate early learning contracts and Memorandums of Understanding (MOUs).
- Lead stakeholder relationships with partners such as Head Start, NWRESD, and other community organizations.
- Coordinate recruitment and enrollment of students into district PreK classrooms in partnership with organizations like Latino Network and IRCO.
- Support the district's commitment to inclusive PreK classrooms through collaboration with Early Childhood Special Education Services.
- Provide operational support and coordination to all district early learning programs and sites, including health and safety planning.
- Prepare and submit required reports to funding agencies, such as the Early Learning Division and Early Learning Washington County.

- Oversee the preparation of program documentation and communications, including the Early Learning Manual, parent handbooks, and the district website presence.
- Arrange and coordinate professional development for early learning staff, including community educators.
- Communicate effectively with school administrators, staff, parents, and community members regarding early learning initiatives.
- Maintain ongoing relationships and open channels of communication with a wide variety of early learning providers.
- Coordinate partnerships and initiatives specifically with district child care providers.
- Write grants for Early Learning programs, such as Preschool Promise.
- Serve as the liaison for Kindergarten enrollment.

Marginal Duties and Responsibilities:

- Represent TTSD Early Learning in meetings with internal and external local, regional, and state partners.

QUALIFICATIONS:

Minimum:

- Specialized Knowledge: Deep understanding of the early learning system and resources in Washington County and Oregon, including Head Start and state Early Learning Division requirements.
- Problem Solving: Ability to solve practical problems and deal with a variety of variables in complex situations.
- Communication: Strong oral and written skills using accurate and appropriate business language.
- Interpersonal Relationships: Demonstrated ability to involve and work with multiple stakeholders and relate to a wide range of parents and community members.
- Equity Focus: A strong commitment to equity and inclusion, with the ability to identify and address systemic barriers.
- License: Possess a valid Oregon State Driver's License or the ability to travel to various sites in a timely manner.
- Project Management: Proven ability to manage complex projects from conception to implementation, including timelines, deliverables, and cross-functional team coordination.
- Data Analysis & Reporting: Proficiency in analyzing program metrics, student outcomes, and budgetary data to drive decision-making and continuous improvement.
- Regulatory Compliance: Working knowledge of state and federal regulations governing early childhood education, health, and safety standards.
- Strategic Planning: Experience in developing long-term departmental goals and aligning them with district-wide strategic initiatives.
- Crisis Management: Ability to remain calm and make effective decisions under pressure, particularly regarding school safety or program-level operational disruptions.
- Change Management: Experience leading teams through transitions, process improvements, or the implementation of new initiatives.

Preferred:

- Language: Spanish-speaking proficiency.
- Technical Familiarity: Knowledge of the Oregon Registry Online (ORO) early learning professional development system.

EDUCATION and EXPERIENCE:

- A Bachelor's degree is required, though a Master's degree is preferred.
- Candidates must have significant experience in providing or leading early learning services, including preschool, and previous experience managing programs and budgets.

WORKING CONDITIONS:

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

- The employee must be able to sit for extended periods at a computer station.
- The work environment is busy, and the employee may be exposed to sick students and staff.
- Physical requirements include infrequently lifting light-weight supplies and occasionally to often lifting medium-weight equipment.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

TERMS OF EMPLOYMENT

This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

Employee Name (print)_____ **Date**_____

Employee Signature _____