

Preschool Development Grant Birth-5 Project Manager

Job Description and Qualifications

The PDG B-5 Project Manager will report directly to the Executive Director for Smart Beginnings Western Tidewater and work in cooperation with the SBWT Program Coordinator.

Serve in this role for **20 to 28 hours per week**

Submit hours worked and expense reimbursement requests to the Program Coordinator.

Unify and strengthen early childhood care and education system

1. **Build relationship**

- To include all publicly-funded partners, including schools, Head Start, and all registered subsidy providers as well as all home-based providers.
- Include other key partners including early intervention programs, home visiting programs, resource and referral, infant and toddler mental health and other professional development programs.
- Conduct a needs assessment that will unify and strengthen the birth to five childhood care and education (ECCE) networks and systems in order to help ECCE providers prepare for the implementation of Virginia's new statewide uniform measurement and improvement system as required by state law.
- Conduct extensive outreach to engage family day home, child care, Head Start and school partners.
- Participate in community or regional meetings (monthly or at minimum, quarterly).
- Encourage/assist sites to Register site in the LinkB5 state database and input classroom, teacher, and enrollment information in LinkB5.
- Inform site parents and engage their participation in the PDG B-5 opportunity, and support the facilitation of disseminating a family survey.

2. **Increase access**

- Create Roster/maintain data on area ECCE sites:
 1. Sites-Name, address phone number, director
 2. Number of Classrooms and Ages Served
 3. Kids served
 4. Available slots/seats
 5. Hours of operation
 6. Capacity
 7. Waitlist
 8. Quality (VQ rating if applicable)

- Research changes to area ECCE infrastructure would better enable Western Tidewater's children ages 0 to 5, especially those from under-resourced communities, to access to publicly-funded ECCE programs that help prepare children for kindergarten.
- Analyze community needs in terms of access, develop and implement plan for strengthening access, enrollment and transitions.

3. Strengthen quality

- Provide hands-on training, technical assistance, materials, feedback and on-going support, to early childcare providers to improve and develop skills and practices/improve classroom quality (e.g., curriculum, competencies and CLASS observations).
- Assess training and material needs of partners and complete PD/Budget Plan
- Educate/inform ECCE providers on observational measure of teacher-child interactions and instruction (CLASS).
- Manage budget to ensure all classrooms can be observed and to complete all access and quality improvement activities.
- Correlate/arrange CLASS observations and feedback sessions.
- Participated in extensive technical assistance and provided feedback that will inform statewide work going forward.

Qualifications

Education: Bachelor's Degree in Education/Early Childhood Development

Experience: A minimum of 3 years in Early Childhood Education

Skills:

- Class Reliability training/willing to become CLASS Certified
- Strong observation/feedback and interpersonal skills and ability to create/maintain partnerships/relationships with families and ECCE providers/staff
- Ability to lead ECCE staff in implementing the STREAMin3 curriculum
- Strong organizational and communication skills and the ability to handle multiple tasks effectively
- Ability to build/maintain effective working partnerships
- Computer literacy/data entry skills

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