



JOB DESCRIPTION

Title: Hour Early Learning Program Manager
Reports To: Program Director- Family Support Programs
Status: Full Time, Exempt

Description of the job:

Hour Early Learning Program Manager is responsible for developing and implementing an ongoing program of activities that promote social, emotional, cognitive and physical development of each child enrolled in the program. The Day Care Coordinator will also serve as Acting Lead teacher in the Pre-school room, assisting teachers in the implementation of the day to day curriculum

Duties and Responsibilities:

- Oversee all aspects of Hour Early Learning Program, including recommendation, development and implementation of curriculum and program philosophy.
- Oversee proper and regular maintenance of all program areas.
- Recruit, hire, schedule, train and supervise employees capable of educating children from birth to four years old.
 - Record and report absences and PTO among staff
- Develop and implement marketing plan to drive enrollment
- Track enrollment and manage capacity and yield
- Oversee tuition collection, striving towards 0% delinquency rate.



- Establish positive and ongoing communication with parents using both formal and informal outreach.
- Build partnerships with community-based early Intervention agencies responsible for children's development evaluations.
 - Refer children for EI evaluation and help parents understand and go through the evaluation process.
 -
- Keep up-to-date and accurate medical and developmental records of all children enrolled in the program
- Maintain all necessary documentation for the DOH Licensing and the CACFP contract
- Keep abreast of current knowledge and research in the field of Early Childhood Education and organize and plan staff development opportunities (both individual and group).
- Attend all staff meetings and in-services provided by Hour Children.
- Plan, coordinate and lead monthly staff meetings/ ongoing trainings for staff
- Plan daily schedules for teachers, substitutes, volunteers and interns
- Provide regular reports on statistics, activities, accomplishments and challenges of the Early Learning Center.
- Collaborate with in-prison Nursery team to facilitate transition of any children/families entering the program from prison.
- Any other duties assigned.

Specifications for Education:

- Masters in ECE or related field



- NYS Teacher Certification
- Certification in Infant/Child CPR and First Aid

Specifications for Experience and Training:

- 5 years of previous teaching experience.
- Leadership/supervisory experience is strongly preferred, but not required.
- Ability to relate positively to young children, parents, and staff.
- Demonstrated success working as a member of a team
- Strong verbal and written communication skill
- Maintain all required training and physicals as mandated by the Dept of Health and Mental Hygiene
- High level of organization
- Familiarity of legal regulations and standards from DOH and the CACFP Program

Additional Requirements:

- Flexibility to work extended hours as needed
- Physical ability to move freely about the program spaces and interact with children
 - Holding, carrying children up to age four
 - Pushing stroller
 - Interacting with children in classroom (on floor) and at the playground
- Clearance from the State Central Registry and NYC Dept. of Investigation fingerprinting unit

