



because the first 5 years matter

MANAGER, SCHOLARS PROGRAM JOB DESCRIPTION

TITLE: Manager, Scholars Program

EFFECTIVE DATE: August 2024

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Senior Director of Education
Strategy

POSITION TYPE: Full time

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

Preschool Promise partners with families, providers and community leaders so that all children have high-quality early childhood experiences from Prenatal through Age 5.

PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.

SUMMARY/OBJECTIVE OF POSITION

This position manages the implementation of the Scholars program at Preschool Promise. The position is responsible for delivering excellent customer service, interacting with early childhood providers and teachers, and ensuring the programs meet established goals.

ESSENTIAL FUNCTIONS

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

1. **Work with the Senior Director of Education and the Education Project Manager to support the design and continuous improvement of the Scholars program.**

- a. Provide input on the design and development of the Scholars programs such as Junior Scholars and Promise Scholars.
 - b. Assist with creating/maintaining accurate standard operating procedures for the Scholars program.
 - c. Contribute to the planning of new strategies that strengthen the Scholars program.
 - d. Participate in ongoing evaluation of the program to suggest improvements.
- 2. Manage the Scholars program to ensure that participants have the support and accountability needed to pursue and successfully complete degrees in early childhood education.**
- a. Maintain positive relationships with Preschool Promise Administrators and Teachers to understand the needs related to the Scholars program.
 - b. Continually communicate the parameters of the Scholars program to Preschool Promise Administrators and Teachers.
 - c. Manage the enrollment process for Scholars.
 - d. Oversee the processing of all expenses related to Scholars, including tuition and books.
 - e. Manage the corporate accounts with higher education institutions to efficiently manage tuition payments.
 - f. Check-in with Scholars during the semester to monitor progress.
 - g. Plan and host events for Scholars, such as a graduation celebration at the end of the school year.
 - h. Implement the High School Pathways strategies.
 - i. Participate in conversations at high schools about early childhood career pathways, including career fairs and other special events.
- 3. Ensure data, paperwork and budgets are tracked appropriately.**
- a. Oversee the management of all required paperwork for the Scholars programs, including check requests, contracts and W9s in a timely and accurate manner (with assistance from the Data Specialist).
 - b. Work with the Data Specialist to ensure that all data for Scholars programs are inputted in a timely and accurate manner.
 - c. Track expenses to ensure the Scholars programs stay on budget.
 - d. Assist with writing reports for funders to communicate learnings and progress to date.
- 4. Contribute to the Preschool Promise staff team and build a positive work environment.**
- a. Accomplish annual goals as outlined in the strategic plan.
 - b. Represent Preschool Promise in a professional and positive manner in the early childhood field and the broader community.

- c. Work with other Preschool Promise staff team members to build a friendly, supportive, healthy, high-functioning team.
- d. Commit to ongoing continuous professional growth, including participating in equity and cultural awareness training and discussions.
- e. Assist with special projects and assignments as needed.

COMPETENCIES REQUIRED

- Experience in Microsoft Office programs (e.g., Excel, PowerPoint)
- Ability to work with people from different ethnicities/racial identities and socio-economic statuses
- Ability to implement and manage multiple projects at one time
- Ability to manage individual, group, and organizational interactions
- Ability to express ideas effectively using verbal, nonverbal and writing skills
- Ability to make critical judgements and perform complex tasks independently
- Strong time management skills
- Strong conflict management skills to avert problem situations and resolve conflicts
- Strong interpersonal skills and customer-service orientation

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Early Childhood Education or related field
- Demonstrated management abilities

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Previous experience teaching or working in administration in preschool programs
- Knowledge of higher education systems and requirements
- Understanding of workforce development programs
- Knowledge of best practices in preschool classrooms including knowledge in social/emotional foundations, curriculum, fostering inquiry
- Experience with coaching in early childhood environments
- Experience in public school Preschool settings or school districts
- Understanding of child care licensing and quality rating system requirements
- Experience with continuous improvement
- Knowledge of the City of Dayton/Montgomery County early childhood community

WORKING CONDITIONS

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork

- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to work in-person at the Preschool Promise offices located at 2251 Timber Lane, Dayton, OH 45414
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)

TYPICAL WORK HOURS

- Monday-Friday work days
- Flexible work schedule to account for some weekend and evening work commitments

TRAVEL REQUIRED

- Travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

NON-DISCRIMINATION POLICY

Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC). Preschool Promise, Inc. has a contract with the Montgomery County ESC to manage the human resource functions, including payroll and benefits for its personnel. Preschool Promise, Inc. is funded by the City of Dayton, Montgomery County and other private foundations.

TO APPLY:

Please submit a resume and cover letter to employment@preschoolpromise.org.