

TITLE: **ECQUIP PROJECT MANAGER**

STATUS: *EXEMPT*

REPORTS TO: *EXECUTIVE DIRECTOR*

DATE: *JANUARY 2020*

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**POSITION SUMMARY:**

Serves in a leadership role as the Early Childhood Quality Improvement Project (ECQuIP) Manager. Manages the day-to-day operation of the ECQuIP Project and Farm2ECE Project, including consultant supervision, quality control and outreach.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Schedules and leads monthly center director meetings.
2. Meets with new center directors to provide an orientation to the Resource Team and the support available, and to establish a plan and schedule for ongoing director support.
3. Schedules and leads weekly ECQuIP Team meeting, and leads quarterly meetings of partnering agencies.
4. Collaborates with child care consultants and providing agencies community partners to monitor and report on scheduling and participation of coalition centers to ensure that screenings are taking place annually, at a minimum, and schedules any training required to complete a screening.
5. Creates an annual plan and schedule of professional development and technical assistance needs to support current developmentally appropriate practices for teachers and directors.
6. Seeks input from the ECQuIP Team to determine needs in the areas of curriculum and assessment and materials.
7. Monitors all center progress on the state's Quality Rating System (QRS) and accreditation to create plans to support continuous improvement on the Quality Rating System status.
8. Supports center licensure and works with the programs and team to keep programs at fully licensed.
9. Collects center data monthly, to include QRS level, licensed capacity, current enrollment, current CCA enrollment, etc. and shares center data with the Iowa AEYC Executive Director, United Way of Central Iowa Education Chair and the Polk County Early Childhood Iowa Executive Director.
10. Uses results of the collective data to inform consultation and professional development.
11. Supports center directors to provide required reports to funding entities.
12. Enters program data, performance measure data, and narrative into the United Way Scorecard system at the scheduled due dates and presents the data and narrative at the annual United Way and Polk County ECI investment meetings.

13. Serves on committees and work groups at the state and local levels.
14. Ensures positive relationships exist between ECQuIP team, center staff and boards, other Iowa AEYC Programs and partnering projects, and any other programs also supporting the centers.
15. Attends and facilitates participation of center directors and staff in participation at the annual Iowa AEYC Early Care and Education Fall Institute and annual Spring Leadership Institute.
16. Partners with Child Care Resource and Referral to identify potential centers serving high percentages of low-income children.
17. Reports visits to the Executive Director, the United Way of Central Iowa Education Office and the Polk County Early Childhood Iowa Executive Director.
18. Determines eligibility and administration of scholarship funds.
19. Oversees contractors responsible for CCA and CACFP billing at coalition centers.
20. Creates an annual work plan for the ECQuIP Team.
21. Oversees the budget for the ECQuIP.
22. Provides quarterly supervision to team members and annual performance reviews.
23. Creates and maintains quality budget funding that is provided by United Way of Central Iowa and Polk County ECI for coalition centers.
24. Grant oversight and writing.
25. Writes Annual ECQuIP report for IAEYC and quarterly board updates.

#### **ADDITIONAL DUTIES:**

Performs other duties as directed by the Executive Director.

#### **WORK RELATIONSHIPS AND SCOPE:**

Reports directly to Executive Director. Must provide vision and leadership for the ECQuIP Consultants, and positive relationships with all Iowa AEYC staff.

#### **QUALIFICATION:**

Masters' degree in Educational Leadership, Public Administration, Early Childhood & Family Services, or closely related field is preferred. Minimum of a B.A./B.S. in Early Childhood Education, Child Development, Child & Family Services, Public Administration or a closely related field is required. A minimum of three years' experience in early childhood program administration and training and staff development.

#### **CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Specific licenses and certificates as required by the program. A valid state of Iowa driver's license is required for this position. Upon hire, annual Iowa AEYC/NAEYC membership of paid by Iowa AEYC.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of state level systems and departments. Demonstrated skills in program implementation. Must possess: strong interpersonal, conflict resolution, verbal communication,

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and public speaking skills; ability to proficiently utilize a computer and MS Office applications; professional demeanor and appearance; ability to lead small teams (committees) and bring groups to consensus. Ability to write reports, business correspondence, and procedure manuals; ability to interact professionally with a variety of people and deal effectively with both pleasant and unpleasant situations.

### **WORKING CONDITIONS:**

Work is primarily performed in an office environment with little chance for personal injury. Deadline pressure is an integral part of the position. Frequent mental and visual concentration for computer using computer/print and reading/assimilating information. Professional demeanor and appearance is expected. Position is full time (40 hours per week) Variation in work hours may occur due to special projects, deadlines, and other activities. Work hours occur generally during normal business hours, but also include extended weekday and occasional weekends for conferences or other events. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. There is an expectation for an active role in community and state-level activities.

### **MEASURE OF PERFORMANCE**

Quality, accuracy, timeliness, reliability and thoroughness of work performed; effective communication; development of good working relationships with other staff, participants, and stakeholders; responsiveness to the informational needs of management; soundness of business decisions; quality of the example set for other employees including attitude, approach, professionalism, team effort, commitment and loyalty; maintenance of highly confidential business and financial information.

### **EQUIPMENT OPERATED:**

Utilizes a PC and computer printer for word processing, spreadsheets, email, Internet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

### **ACKNOWLEDGEMENT:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by Executive Director. All requirements are subject to change over time and to possible modification to reasonable accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

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Received by Employee

Date

ECQuIP Project Manager

January 2020

