

*IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN-JOB DESCRIPTION*

**TITLE: T.E.A.C.H. PROGRAM MANAGER**

**STATUS: EXEMPT**

**REPORTS TO: EXECUTIVE DIRECTOR**

**DATE: JANUARY 2020**

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**POSITION SUMMARY:**

Serves in a leadership role as the T.E.A.C.H. Early Childhood® IOWA Manager. Manages the day-to-day operations of the T.E.A.C.H. program, including counselor supervision, quality control, and outreach.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership and positive vision for the T.E.A.C.H. program, including direct supervision and evaluation of counselors and support staff.
2. Facilitates the implementation of the goals and objectives outlined in the individual T.E.A.C.H. Program contracts and Scope of Services.
3. Develops agendas and materials for meetings of the Early Childhood Workforce Advisory Committee, and other relevant subcommittees as assigned.
4. Serves as a resource person for all statewide partners and the field on T.E.A.C.H. program issues such as education, compensation, and retention of the child care work force, and provides linkages for the Program to regional, federal, and national organizations.
5. Maintains positive partnerships with all staff, Iowa AEYC leadership, recipients, sponsors, funders, and partners.
6. Participates in meetings of the Association Governing Board, its committees, work groups, and other groups when requested by the Executive Director.
7. Maintains all components of the license, the self-assessment, and the T.E.A.C.H. Technical Assistance Center.
8. Prepares all funder reports with accordance to timelines. Provides written, verbal, and other reports as required by agency, by funders, and by the national T.E.A.C.H. office.
9. Creates, reviews, and maintains program policies and procedures to adhere to license requirements and consults with the national WAGE\$ office for guidance as needed.
10. Manages day-to-day approvals of new T.E.A.C.H. applications, check requests, contracts, etc.
11. Manages T.E.A.C.H. funding /cash flow under the direction of the Executive Director.
12. Leads positive and proactive recruitment efforts through marketing, presentations, and partnerships to expand recipient base for the programs.
13. Orients and trains new T.E.A.C.H. staff and interns.

**ADDITIONAL DUTIES:**

T.E.A.C.H. Program Manager

January 2020

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 T.E.A.C.H. Counselors, and positive relationships with all Iowa AEYC staff.

#### **QUALIFICATION:**

Minimum of a master's degree in early childhood education or related field, as required by T.E.A.C.H. national licensing; and a minimum of three years' experience in program administration, training and staff development; or equivalent combination of education and experience. Prior successful experience with T.E.A.C.H./WAGES will be taken into consideration if master's degree is not in place.

#### **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, and public speaking skills; business writing skills; ability to proficiently utilize a computer and MS Office applications; professional demeanor and appearance; ability to analyze business problems and generate alternative solutions; leadership skills; 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.

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**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