

**TITLE: T.E.A.C.H. AND WAGE\$ PROGRAM COORDINATOR**

STATUS: *EXEMPT*

REPORTS TO: *T.E.A.C.H. AND WAGE\$ PROGRAM MANAGER*

DATE: *JANUARY 2020*

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**POSITION SUMMARY:**

Serves in a leadership role as the Coordinator for Child Care WAGE\$® IOWA.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. With the Program Manager, provides leadership and positive vision for the T.E.A.C.H. Early Childhood® IOWA and Child Care WAGE\$® IOWA programs.
2. Facilitates the implementation of the goals and objectives outlined in the individual T.E.A.C.H. and WAGE\$ 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. and WAGE\$ 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. Maintain all components and reporting required by the T.E.A.C.H. and WAGE\$ licenses including full compliance with the requirements of the license, the competency assessment, and the National Center.
8. Is fully aware of deadlines and prepares all funder reports for review by the Program Manager. Provides written, verbal, and financial reports as required by agency, by funders, and by the national T.E.A.C.H. and WAGE\$ offices.
9. Manages day-to-day approvals of WAGE\$ applications, transcript reviews, employment confirmations, etc. Manages WAGE\$ funding/cash flow under the direction of the Program Manager.
10. Manages T.E.A.C.H. approvals in the absence of the T.E.A.C.H. Program Manager.
11. Leads positive and proactive recruitment efforts through marketing, presentations, and partnerships to expand recipient base for the programs.
12. Primary responsibility for orientation and training of new WAGE\$ staff and interns. Assist Program Manager with training and orientation of new T.E.A.C.H. staff.

### **ADDITIONAL DUTIES:**

Perform other duties as necessary to fulfill the responsibilities of this position and as directed by the Executive Director/Program Manager.

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

Reports directly to Program Manager. Must provide vision and leadership for the T.E.A.C.H. and WAGE\$ Counselors, and positive relationships with all Iowa AEYC staff.

### **QUALIFICATIONS:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily and be able to travel overnight as business necessitates. The requirements listed below are representative of the knowledge, skill, and or ability required.

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

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 (3) 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./WAGE\$ will be taken into consideration if master's degree is not in place. Knowledge of state level systems and departments. Demonstrated skills in program implementation. Must display an ongoing commitment to the precepts of WAGE\$. Must possess: strong interpersonal, conflict resolution, verbal communication, and public speaking skills; good 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; good leadership skills; ability to interact professionally with people from all walks of life, and deal effectively with both pleasant and unpleasant situations.

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

Specific licenses and certificates as required by the Program specifications. A valid state of Iowa driver's license is required for this position.

### **WORKING CONDITIONS:**

Work is performed largely in an office environment with little chance for personal injury. Deadline pressure is an integral part of the job. Frequent mental and visual concentration for computer usage and reading/assimilating computer information. Work hours are generally during normal business hours average a minimum of 40 hours a week. There will be some variation in work hours due to special projects, deadlines, and other concerns. Requires frequent travel for the purposes of attending meetings, conferences, and speaking engagements. There is an exception for an active role in community and state-level activities.

### **MEASURE OF PERFORMANCE:**

Quality, accuracy, timeliness, reliability, and thoroughness of work performed; communicates effectively and develops good working relationships with other staff, participants, and stakeholders; responsiveness to the information needs of management; soundness of business

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decisions made; quality of the example set for other employees (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/intranet 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/Program Manager of Iowa AEYC. 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