



Education Program Manager (Part Time)

FLSA Status: Exempt

Position Summary: The Education Program Manager is the liaison between LTYC teachers, school officials and the organization. This position is responsible for the oversight of creative arts teachers at designated schools in Baltimore. Incumbent will also be responsible for establishing and maintaining a positive rapport with school officials by conducting weekly communication to ensure adherence to quality standards, deadlines, proper procedures and to immediately handle issues that may arise.

Reports to: Executive Director

Position Responsibilities:

Classroom Observations

- Observes classrooms for developmentally appropriate practices, required posted materials, adequate and appropriate materials, safety/sanitation, and other required guidelines.

Documentation

- Maintains complete and accurate required records, forms, reports and documentation of classroom monitoring and observations.
- Completes reports on time.

Guidance and Support

- Reviews weekly lesson planning documents and provides appropriate feedback and guidance to ensure compliance with company policies and guidelines.
- Supervises preparation of classrooms in order to provide a safe environment.
- Provides support through entire skills acquisition process.
- Assists teachers to plan transition activities for children.
- Guides the teacher toward improved skills in observing and assessing children on an ongoing basis, link this information to individualizing learning experiences and follow children's progress over time.
- Demonstrates the knowledge and skills to guide staff in implementing, observing, and evaluating culturally and linguistically appropriate research-based curricula to support diverse children and families.
- Assists staff to use evidence-based practical, preventive strategies to both decrease the occurrence of challenging behavior.
- Performs an assessment of staff needs through observation and communication.

Monitoring

- Monitors lesson plans for compliance and developmentally appropriate practices.
- Ensures use of appropriate LTYC approved developmentally appropriate curriculums.

- Ensures that teachers provide children with quality materials and experiences to promote all areas of development to meet expected outcomes.
- Assists in the review of paperwork prepared by teachers.
- Uses effective strategies for tracking staff progress over time to determine if staff has actually acquired new knowledge and skills as a result of mentoring and coaching.

Collaboration

- Collaborates with Executive Director, Training Coordinator, Human Resources and other staff to coordinate training service for staff and throughout the season for staff and families.
- Collaborates and integrates with other service areas in determining and defining needs, and delivering training.
- Collaborates with Executive Director, Training Coordinator, Human Resources and other staff on designing follow-up to trainings which ensure skills acquisition.
- Collaborates with Site Coordinators to maintain classroom with required furnishings, materials, and supplies.
- Collaborates with all program staff to ensure developmentally appropriate inclusion in the classroom of required topics and procedures.
- Works with other Program Managers to ensure an integrated and coordinated transition process.

Training

- Conducts training for staff as required.
- Meets with teaching classroom staff on a regular basis to answer questions and provide technical assistance.

Communications

- Maintains and supports integrative communication system with staff.
- Assists in planning and facilitating teacher meetings.
- Meets with School Site Coordinators on a regular basis to discuss concerns/needs.
- Meets with other Program Managers as necessary.
- Communicates and problem solves with staff.

Supervision

- Leads and monitors daily operations.
- Assists in the recruitment, selection and orientation of staff.
- Conducts timely performance evaluations as required and as necessary.
- Provides on-going individual feedback toward the goal of effective performance through modeling, coaching, recognition/praise, and corrective action as appropriate and in a timely manner.
- Provides guidance and support to staff developing skills and progress in their position.
- Provides and supports professional development and training opportunities for staff.
- Reviews and authorizes staff time records to ensure compliance with LTYC policies and procedures.

Professional Development

- Maintains professional and technical knowledge.
- Attends educational workshops, trainings and seminars, establishing personal networks to maintain expertise in field.

Other

- Performs other work related or assigned duties.

Essential Skills and Experience:

- BA/BS degree or higher in creative arts discipline and/or education;
OR
- BA/BS degree or higher in any field and coursework equivalent to a major relating to education;
AND
- Demonstrated knowledge and experience with students in an urban setting
- Ability to operate computers and possess basic knowledge of MS Windows, Microsoft Word and other software.
- Excellent supervision, managerial, and organizational skills.
- Excellent communication skills.
- Positive attitude, high level of professionalism, enthusiasm and customer service.
- Effective training/development skills.
- Attention to detail and ability to meet deadlines.
- Regular and consistent attendance.
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general organization policy constraints, but occasionally requires independent decision-making.

Other Job Requirements:

- Ability to travel up to 40%.
- Reliable personal transportation and must possess current driver's license, good driving record, and auto insurance coverage.
- Ability to relate positively to children and adults.