

Job Title: Early Childhood Education & Assistance Program (ECEAP) Manager
Reports to: Assistant Director of Human Resources
Work Schedule: 8.0 hours per day, 195 days per year
Salary: Salary Schedule #05 – C – Exempt 4

Job Summary:

The ECEAP Manager is responsible for providing assistance to the early childhood educators, Family Service providers, and parents of the ECEAP eligible students.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Supervise recruitment and enrollment of eligible families of preschool-aged children
- Assist in organizing and maintaining detailed student and family records in accordance with state and district regulations
- Provide home visits to families throughout the year as needed
- Coordinate required health screenings within ninety (90) days of the child's enrollment
- Coordinate a parent support system including the development of a Family Needs Assessment tool; facilitate family access to appropriate social service agencies
- Facilitate group meetings and/or family activities for parents; organize on-site Parent Advisory Council; coordinate the distribution of monthly newsletters, flyers, brochures, and etc.
- Participate in recommended training programs, workshops, conferences, and other opportunities for professional growth
- Coordinate data collection for longitudinal study
- Maintain interagency collaboration
- Attend regular meetings with county family service providers and program managers
- Write and monitor grants within the total ECEAP budget
- Supervise implementation of ECEAP policies and procedures and respond to county recommendations from site visits
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Technical knowledge and skills in social service
- Excellent oral and written communication skills
- Ability to define excellence by standards of performance
- Proven success and skills in establishing and maintaining effective working relationships with a wide variety of people

Minimum Qualifications:

- BA degree in Early Childhood Education, Human Services, Health/Social Work, or a related area of study, Master degree preferred, such alternative to the above qualifications as the administration may find acceptable and appropriate
- Prior ECEAP Program experience require
- High School diploma or equivalent
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. This is an office job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The ECEAP Manager shall be evaluated periodically by the Assistant Director of Human Resources pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

Job description developed September 2003.

Job description revised January 2006.

Job description revised December 2012.

Job description revised November 2017.