



Job Title: Early Childhood Education Program Manager
Reports To: Education Director
Location: Portola and Excelsior
Salary Grade/Range: \$60,000 - \$68,000 /annual, based on experience, exempt, full-time position, excellent benefits package, including medical, dental, vision, chiropractor, acupuncture, vacation and sick leave
To Apply: Email your cover letter and resume to jobs@fccenters.org with job title in the subject line.

Position Summary

Family Connections Centers is seeking an experienced early childhood education professional to manage early childhood programs for a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco.

The Early Childhood Education Program Manager is responsible for managing and supervising the early childhood programs and its staff, including First Steps playgroup, Pre-K programs, and literacy activities for families. The First Steps program is recognized by the SF Department of Public Health as the model for parent/caregiver and child ages 0-3 bonding groups, as well as caregivers support and infant/toddlers learning. The Pre-K programs are funded by the SF Office of Early Care and Education and focusing on Kindergarten readiness for children ages 3-5. Pre-K classrooms are newly remodeled spaces with state-of-the art supplies, safety measures, and materials.

The position is a good fit for a passionate educator who is self-directed, a team player, flexible, and enjoys working with a diverse team of teachers, children and families. The successful candidate will have outstanding supervisory, communication and social skills, plus strong organizational and project management skills.

This exciting position provides the opportunity to bring creativity and innovative ideas to program curriculum and fun enrichment activities to classroom spaces. The Program Manager works closely with other program staff, parents/caregivers, and community partners.

Highlights – Essential Responsibilities

Program Implementation, Development, Oversight and Evaluation

- Supervise and manage programs and teaching staff in First Steps and Pre-K programs. Ensure the implementation of developmental appropriate activities per program curriculum (including free play and circle time, project- and theme-based activities in all programs) and the carrying-out of all related program duties (including set-up, clean-up, materials, space preparation, snacks, etc.)
- Ensure programs and classrooms are consistent with agency goals and philosophy, and adhere to licensing compliance requirements and mandatory assessment standards including ECERs, CLASS, QRIS and other tools
- Engage with parents and caregivers in an active, ongoing, respectful manner. Model, coach and facilitate healthy interactions/ relationships in all programs.
- Provide outreach to and coordination with community partners and vendors for services and extracurricular program activities. Work with colleagues and staff to support outreach efforts to retain and recruit new families in to programs.
- Act as lead liaison for agency-wide literacy workshops for families including coordinating workshops with community partners, facilitating literacy activities in programs, and supporting curriculum development
- Ensure adherence to mandatory reporting requirements for suspicion of child abuse or neglect; and requirements for reporting and record-keeping of injuries or accidents.
- Assist as needed to ensure carrying-out of related program activities, including creation and distribution of monthly program newsletter, calendar, and curriculum



- Take an active role in working with senior leadership on program evaluation, process improvement, and as needed including new program development and staffing

Staffing and Supervision

- With support of the Education Director, provide on-going coaching and supervision of teachers and volunteers regarding work plans, curricula, program quality, children's progress, and the use of best practices to enhance child-centered curriculum
- Ensure professional standards of communications with colleagues, staff, within classroom, agency and with community partners/vendors
- Conduct new hire screening through onboarding, training, supervision and reviews of co-teachers, substitute teachers, and interns or volunteers, in accordance with agency policies and applicable laws
- Performs annual written evaluations on program staff

Administrative and Other Responsibilities

- Manage program budget, supply/materials inventory, orders
- Ensure records for each participant/child following licensing, agency and grant requirements
- Actively participate in agency-wide in community events such as serving on planning committees, etc.
- Actively participate in staff meetings, in-service trainings, consultations, and professional development
- Assist with data entry and updating data information in agency and funder databases
- Perform other duties and ad hoc projects as needed or requested by supervisor
- Provide, when essential, direct services with children and families, including teaching

Qualifications

- BA in Early Childhood Education or similar field required
- Minimum of 3 years of experience working with young children ages 0-5 and their parents/caregivers in bilingual, multicultural communities; and minimum of 2 years of experience in a management/supervisory role
- Bilingual in English and Spanish or English and Cantonese strongly preferred
- Possession of an Education Site Supervisor Permit or Director Permit preferred
- Experience working effectively in diverse communities of staff and participants essential
- Collaborative and self-directed, with the ability to work well in teams and independently
- Should possess good observational and analytical skills and be able to offer fresh solutions to staff and families
- Excellent verbal, written, and interpersonal communication skills, including listening skills
- Knowledge of early childhood curriculum development
- Professional ethics of confidentiality, discretion, and good judgment
- Proficiency with full Microsoft suite and experience with database useful
- Experience working in a remote work space, with agility to move from on-site to remote, preferred
- A working knowledge of Community Care Licensing requirements preferred
- LivesScan Clearance and physical health/TB clearance required to be maintained throughout employment

Work Environment

Safety is top priority at Family Connections. We have thorough disease prevention measures in place, a COVID-19 testing protocol, and are in Tier 1B eligibility for the vaccine. This job operates in a professional classroom and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.



Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 25 pounds and on occasion may require lifting/carrying a child or object up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Agency Overview

For over 25 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at www.fccenters.org.

Family Connections Centers is an equal opportunity employer and values diversity, inclusion and respect. We welcome and strongly encourage applicants from all backgrounds. All qualified applicants will receive consideration for employment.