

United Way of Central Florida Job Description

Position Title: Bridge the Gap Master Teacher/Parent Lending Library Program Manager

Department: Success By 6	FLSA Classification*: Exempt / Salary
Location: Family Fundamentals	EEO Classification: Professional
Supervisor: Success By 6 Director	Status: Full Time

Summary: To provide high quality teaching skills and developmentally appropriate early childhood educational opportunities that support school readiness.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Provide an environment that promotes learning and child development
- Promote a positive attitude and general awareness of nationally accepted quality standards for early childhood education
- Develop and implement a developmentally appropriate preschool program for classroom instruction
- Create, plan and develop lesson plans and activities that are developmentally appropriate
- Attend and participate in meetings, trainings and conferences as assigned
- As assigned, may be responsible for directing monthly teacher meetings and maintaining cooperative relationships with colleagues and parents
- Becoming certified and training Infant Massage
- Establish Parent Lending Libraries, to include ordering materials; providing training and organizing the library site
- Conduct periodic visits to the Parent Lending Library sites to ensure success and quality programming
- Obtain data and compile statistical reports of overall site utilization to include materials, books and programming
- Maintain inventory with routine purchasing and delivery of books and other learning materials
- Assist sites with the establishment of incentive programming for increased utilization
- Maintain audit of purchased materials to balance financial records and provide necessary reporting
- Develop theme and recognition book to be used each school year by centers to help promote library to parents as well as to ensure returning of books to library
- Organize and participate in the Jumpstart Read for the Record program aimed to increase awareness of early childhood literacy
- Create and present oral presentations to obtain sponsorships and create community awareness of Success by 6 programming
- Participate in various internal and external committees and professional organizations
- Follow all organization's policies, practices, and procedures
- Participate in proactive team efforts to achieve departmental and company goals
- Provide leadership to others through example and sharing of knowledge/skill
- Perform other duties as assigned

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Qualification/Requirements:

- Ability to read and interpret documents. Ability to write routine reports and correspondence.
- Ability to have speak effectively before groups with frequent and routine intense public contact
- Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Proficient personal computer skills including e-mail, recordkeeping, routine database activity, word processing, spreadsheet, graphics, etc.

Education/Training/Experience

Bachelor's Degree required, Master's Degree preferred in Early Childhood Education, Child Development or a related field. Two years of progressively responsible work in the field of early childhood development as well as demonstrated teaching, training, communication, management and interpersonal skills.

Physical Demands:

Moderate physical activity performing somewhat strenuous daily activities of a primarily administrative nature. Includes sitting and/or standing for extended periods of time with the ability to lift up to 25 lbs.

Manual dexterity sufficient to reach/handle items, works with the fingers and perceives attributes of objects and materials.

Travel Demands:

Must have reliable transportation and ability to travel to worksites and community based meetings.

Disaster Response: Every United Way of Central Florida employee is a disaster response worker and is expected to work any time when the Polk County Emergency Support Function (ESF) is activated. It is expected that all employees will work in their disaster response roles as assigned after they have assessed the welfare of their families and the safety of their own surroundings.