

Early Learning

INDIANA

POSITION TITLE:	CCR&R CO PTQ Network Manager
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JOB SUMMARY

The Paths to Quality™ (PTQ) Network Manager will oversee the subcontract relationship with The Consultant Consortium (TCC) as they work towards the goals of the PTQ program. The Network Manager will distribute statewide awards and incentives and assess their effectiveness in encouraging providers to level advance on PTQ.

ESSENTIAL RESPONSIBILITIES

- Consult with the PTQ Project Director and other subcontractor personnel on effective operating procedures ensuring all key performance metrics will be met by the PTQ assessment team.
- Support the subcontractor in conducting all required PTQ staff trainings.
- Review all staff training reports prior to submittal to the State of Indiana.
- Ensure the subcontractor delivers all services in accordance with PTQ policies and procedures.
- Manage current PTQ awards and incentives program for providers advancing to Level 2 and 3.
- Utilize current practices and procedures to implement management of Level 4 awards and incentives program.
- Conduct surveys and other engagement opportunities to understand provider satisfaction levels with awards facilitations and the incentives provided.
- Coordinate dissemination of current and lead creation of new PTQ marketing assets and communication materials.
- Lead data analysis for statewide PTQ participation trends in partnership with the Data Specialist.
- Other duties as assigned to advance the mission of the PTQ program.

EDUCATION, EXPERIENCE, & OTHER REQUIREMENTS

An individual must have the following education and/or experience.

- Bachelor's degree in child development, non-profit administration, business or related field required.
- Three (3) to eight (8) years of experience in early childhood, program management, government agencies or other related fields required.
- Familiarity with the following: Program Administration Scale, Business Administration Scale, Infant/Toddler Environmental Rating Scale, Early Childhood Environmental Rating Scale, and Classroom Assessment Scoring System (CLASS); CLASS certification strongly preferred.

COMPETENCIES & SKILLS

The successful team member will demonstrate individual competency in the following areas:

- Ability to build and nurture relationships
- Excellent verbal and written skills
- Proven track record of successful project management skills
- Ability to multi-task, prioritize and be detail-oriented
- Demonstrates professionalism in appearance and actions
- Demonstrates fair treatment of others and supports a positive work environment
- Ability to take initiative and work proactively

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WORK CONTEXT

The requirements described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The team member frequently is required to:
 - Stand, walk, sit
 - Use hands and fingers to handle books, paper, technology
 - Use computer and other electronic equipment and technology
 - See and read
 - Communicate with multiple audiences, including children, families, colleagues, and management
 - Reach with hands and arms
 - Stoop, kneel, crouch, crawl
- Legally able to work in the United States for any employer.

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive list of work requirements.

Employment with Early Learning Indiana is contingent upon satisfactorily completing pre-employment requirements. Pre-employment screenings include, but are not limited to, criminal background and drug screenings. Employment with Early Learning Indiana is at-will.

ABOUT EARLY LEARNING INDIANA

Early Learning Indiana is a nonprofit organization on a mission to ensure children are empowered with essential skills to thrive in kindergarten and beyond. We practice what we teach by operating a network of premier, community-based schools – called Day Early Learning centers – where we advance the science of early education, invest in a new generation of teaching, and instill essential skills in over 1,000 children each day. Building on more than a century of experience, Early Learning Indiana also serves as a leading voice and advocate for the transformation of Indiana's early learning landscape by addressing systemic barriers to access, affordability, and quality. Learn more about us at EarlyLearningIn.org.

Early Learning Indiana is an Equal Opportunity Employer. We provide Equal Employment Opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, age, disability, genetic information, sex, citizenship status, military status, marital status, amnesty, or other status protected by law.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Team Member's Signature

Date

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Supervisor's Signature

Date