

CITY OF CHATTANOOGA

Classification Specification Title: Administrator of Early Learning

Department: Early Learning

Pay Grade: GS.24

Supervision Received From: Dep Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: Dir Early Learning, Crew

Established: 8/26/22

Sup 1, Fiscal Analyst, Parent Family Community Engagement Revision Dates: 3/28/25;

Coord, Dir FGP Program, Dir Community Forward Program, 10/18/24; 8/27/24; 10/20/23

Dep Admin Early Learning, Exec Asst

CLASSIFICATION SUMMARY:

This position is responsible for assembling a compelling, inclusive, high-quality work environment for a diverse team of creative and high-performing education professionals. The Department is charged with charting a pathway to universal early learning and ensuring that Chattanooga is the most investment-ready early learning community in the nation. DEL will work to expand access to early learning for all families, integrate programming from prenatal support to kindergarten, create training opportunities and incentives for the next generation of early learning professionals, and advocate for the policies that support a sustainable early learning system that ensures every child has access to the educational resources they need to thrive and succeed. DEL is also charged with supporting the existing early learning ecosystem, helping it to serve our community's children with quality and accessible early learning opportunities.

SERIES LEVEL:

The Administrator of Early Learning is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Work in close partnership and collaboration with the Mayor's Office to support a unified vision, the Mayor's positions and policies, goals, and strategies to advance early childhood across Chattanooga.

Develop strategies that increase the overall local supply of early learning seats for Chattanooga children, including initiatives that support and expand public, non-profit, and private providers.

Plan, organize, direct, administer, and evaluate programs within DEL and work cross-departmentally to achieve early learning goals and objectives.

Develop, approve, and lead implementation of overall DEL goals, core values, strategic framework, policies, budget, and procedures. Build strong relationships with philanthropic, private, and non-profit partners and collaborate with external entities to build a thriving early

learning system. Track national trends in early learning and inform fellow staff, senior leadership, and the Mayor on emerging trends, policies, and strategies.

Implement an evaluation framework to measure early learning outcomes to determine effective programs and pedagogy at the provider level.

Promote curricula, learning materials, and resources that encourage respect for diversity as well as respect for children's racial identities and cultural heritages.

Support socioeconomic and racial integration strategies in early childhood classrooms.

Advance strategies to elevate and support the early learning educator profession, including policies and practices that promote living wages within the sector.

Promote organizational development within DEL while creating a culture of innovation, accountability, and performance.

Provide oversight for fiscal management of DEL, including approving operating expenses within the approved budget, ensuring maximum resource utilization, and maintaining a positive financial position.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and five (5)+ years of experience in roles of growing scope, responsibility, and demonstrable results in early childhood education or related field and a minimum of three (3)+ years of supervisory experience; or any combination of equivalent experience and education;

Advanced degree in early education, public policy, public administration, or a related field is preferred but not required;

Experience administering and innovating within federal or state-funded early education programs (e.g. Head Start) is preferred but not required;

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Professional public or business administration experience that included establishing organization structure, developing strategic work plans, budget development and control, setting goals and objectives to achieve program results, and fostering a team environment.

Proven experience and record of successfully incorporating equity, diversity and inclusion principles and strategies into organizations.

Proven experience in policy analysis, development and implementation, particularly in an education context.

Ability to work effectively with key stakeholders, speak and write authoritatively and compellingly, resolve communication problems, and negotiate and manage competing interests.

Experience communicating effectively with policymakers, administrators, advocates, and a variety of local communities.

Excellent interpersonal, verbal, and written communication and public speaking skills, and

Strong leadership skills and a demonstrated ability to make decisions and execute strategies successfully.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

All employees must maintain Tennessee residency from the date of hire. The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.