

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Early Learning

**Department: Early Learning**

**Pay Grade: GS.14**

**Supervision Received From: Administrator Early Learning**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 11/18/22**

**Revision Dates: 4/1/25;  
10/20/23**

### CLASSIFICATION SUMMARY:

Incumbents in this classification will provide comprehensive oversight to city-wide early learning initiatives, to include developing and strengthening working partnerships with key stakeholders, and ensuring a quality early learning experience for the children of Chattanooga. Works under the general direction of the Administrator of the Department of Early Learning.

### SERIES LEVEL:

The Director 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.)*

Provides children 0 to 8 years old and their families with the support they need to ensure all Chattanooga residents are ready to enter kindergarten and on a trajectory for reading on level by third grade.

Supports the agenda for early learning in Chattanooga by focusing on building a system that starts before birth, and provides clear paths for parents to guide their children through.

Provides oversight and support for a portfolio of initiatives, and other early childhood programs funded and supported by the City.

Develops and shares long- and short-range early childhood education goals and strategic plan, and supports implementation of that plan both internally and with external partners.

Thinks and dreams big about possibilities for the City to improve early educational outcomes.

Facilitates organizational and systems change in response to identified gaps and overlaps, to include directing funding and securing new financial resources.

Researches, reviews, analyzes and interprets city-wide data, as well as pertinent state and federal legislation.

Uses the information to recommend new programs and modifications in existing programs.

Stays current on relevant research and policy trends, making sure Chattanooga stays ahead of the early learning curve.

Represents the City in a variety of convenings including the Chattanooga 2.0 Early Matters Coalition.

Advocates for quality early childhood education and care programs.

Partners with education professionals in the development of programs and approaches related to early childhood education.

Provides leadership and coordination in the evaluation of programs and services to encourage instructional strategies and curriculum consistent with research.

Collaborates with community organizations and partners to provide leadership in developing and implementing community-wide strategies to serve the early learning needs of each and every preschool child.

Develops and maintains strong relationships with families of early learners, to include children, their parents and other care-takers.

Builds and disseminates information and resources to providers participating in early programs offered by or in partnership with the City.

Keeps program partners and the City Chattanooga's Administrator for the Department of Early Learning apprised of the status of projects and problems.

Develops and administers programmatic work plans and budgets.

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 degree or higher in early childhood, social work, public health, or a related field. Ten (10)+ years of any combination of equivalent experience and education.

Examples of relevant experience include demonstrated ability to grow a program, progressively responsible work in early childhood education that produced a deep, thorough and current understanding of its practices and principles, a strong track record of securing grant funding, and proficiency in Microsoft Excel and Google Suite. This experience would also demonstrate an ability to manage diverse stakeholder groups, excellent communication skills, and comfort in presenting to local, state and national leaders.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

#### KNOWLEDGE AND SKILLS:

Knowledge and understanding of early childhood education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, as well as research and data analysis techniques related to the learning of young children.

Skill in reviewing, planning and designing early childhood learning initiatives; analyzing data and conducting research; defining and solving problems; managing multiple projects simultaneously; using a computer and relative software applications; developing and administering budgets; communicating verbally and in writing with a wide variety of audiences; preparing a variety of reports, presentations and correspondence; conducting education programs and early learning initiatives; developing and maintaining positive relationships with young children and parents; interpersonal and organizational skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### PHYSICAL DEMANDS:

Positions in this class typically require standing, walking, fingering, grasping, feeling, 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: Y

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.