

CITY OF CHATTANOOGA

Classification Specification Title: Early Learning Business Navigator (OEL)

Department: Early Learning

Pay Grade: GS.10

Supervision Received From: Director Early Learning

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 7/01/18

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification will build the supply of high-quality early education seats in order to meet the Mayor's 1000 Seats Initiative, this goal will increase the number of licensed, high-quality early education seats by 2021. This role will have a combined skill set to meet both pedagogical quality and business best practices. The Early Learning Business Navigator will develop strategies to increase the quality of existing early education programs, increase the supply of early education in existing programs, and support new programs opening.

The Navigator will execute a strategy that grows the community's understanding of the need for high-quality early education, and will work closely with the families, the early education community and the business community. As a part of the Office of Early Learning in the Department of Youth and Family Development, this position will align with existing efforts and will be responsible for the Office of Early Learning's goals of developing the early education infrastructure and building community support for early education. Works under the general direction of the Deputy Administrator of the Office of Early Learning.

SERIES LEVEL:

The Early Learning Business Navigator 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.)

Identify and organize stakeholders to leverage community investments in licensed, high-quality early education.

Develop and execute action plans for the 1000 Seats Initiative.

Work alongside the City's Economic Development and Workforce Development efforts to leverage City services for early education.

Provide information sessions and outreach to local businesses about the impact of high-quality early education on the business community.

Collaborate with technical assistance providers to align coaching for existing early learning programs to increase the quality of existing seats.

Develop tools to support early education programs navigating business and early education systems for growth and quality improvement.

Develop community leadership and capacity to execute and sustain a high-quality early education.

Use data-driven decision making, and report on outputs and outcomes at regular intervals.

Represent the City of Chattanooga's early education system in local, state, and national forums.

Procure, manage, and/or supervise contractors, consultants, and/or staff as needed.

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 required.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor degree or higher in early childhood, education, human development, public policy, public administration or a related field and three (3) or more years of relevant experience in convening and facilitating diverse representatives and stakeholders, as well as managing and/or evaluating: programs, people, and/or systems, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION

Knowledge of early learning systems, community engagement strategies, business planning and forecasting, early learning financing and funding, and early learning best practices in one or more system components. Skill in presenting to large and small groups, developing business plans, and convening diverse stakeholders.

PHYSICAL DEMANDS:

Positions in this class typically require: stooping, kneeling, reaching, standing, walking, 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.