**Pathways to Quality Manager Job Description**



**Job Title:** Pathways to Quality Manager

**Department:** Program

**Reports to:** Senior Program Director

**Supervises:** Quality Specialists

**FLSA Status:** Full-Time

**Job Summary:** Reporting to the Senior Program Director, the Pathways to Quality Manager supports and oversees Quality Specialists who maintain and achieve high-quality early childhood education in partnering centers in the Pre phase of accreditation. Pathways to Quality Manager grows relationships with community partners and stakeholders that impact the early childhood sector.

**Supervisory Responsibilities:**

* Coordinates with Human Resources to recruit, hire, onboard, and train department staff.
* Assigns, plans, and oversees the work of departmental staff.
* Ensures assigned goals, deadlines, and performance standards are met or exceeded.
* Manages each team member’s workflow; delegates and cross-trains as needed.
* Manages orientation and recruitment for new providers interested in partnering with Educational First Steps.

**Position Duties & Responsibilities:**

* Creates and nurtures partnerships with centers and serves as a subject matter expert in providing high-quality early childhood development.
* Ensures Specialists provide high-quality, accountability-based mentoring to partners.
* Provides professional mentoring and coaching to partner agency leaders and their staff.
* Audits information entered into agency client database to ensure efficacy and timeliness.
* Creates research-based instructional materials to be used agencywide.
* Assigns caseloads and monitors progress of pre-accredited centers to ensure compliance.
* Maintains a caseload of centers to expand the agency’s reach.
* Monitors results of ongoing centers assessments to ensure efficacy.
* Works collaboratively with leadership to provide opportunities for Board of Director and volunteer involvement in EFS.
* Offers training in field(s) of expertise through agency’s Academy.
* Ensures pre-accredited program adheres to approved annual budget.
* Achieves or exceeds all pre-accredited program-related goals.
* Generates reports as requested.
* Performs administrative functions of pre-accredited program.
* Performs other duties as assigned.

**Required Knowledge, Skills, & Abilities:**

* Deep understanding of Early Childhood Education.
* Full knowledge of Microsoft Suite.

**Preferred Education & Knowledge:**

* Bachelor’s Degree in early childhood education, curricula instruction, or related field.

**Core Competencies:**

* Mission-Focused: Deep-rooted passion for ensuring children have access to high quality early childhood education opportunities.
* Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
* Collaborator: Understands the roles and contributions of all members of the team and community stakeholders; and can mobilize resources (financial and human) through meaningful engagement.
* Results-Driven: Dedicated to shared and measurable goals that align to creating, resourcing, scaling, and leveraging strategies and innovations for greater impact.
* Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the organization.

**Additional Requirements:**

* Has a valid Texas driver's license and proof of current auto insurance.
* Passes an agency-administered, comprehensive background check satisfactorily.
* Is fully vaccinated as defined by the CDC against COVID-19.
* Has access to reliable transportation to travel throughout the metroplex.
* Can work occasional evening and weekend hours.

**Equal Employment Opportunity:** Educational First Steps is committed to a policy of equal employment opportunity. Employment decisions are not based on an individual’s race, color, religion, sex (which includes pregnancy and pregnancy-related conditions), gender identity, sexual orientation, national origin, marital status, citizenship status, genetic information, age, disability, political belief, membership, or application for membership in a uniformed service, or any other unlawful basis.

**Working Conditions:** This position may include prolonged periods of sitting, standing, and working at a computer. Additionally, this position requires long periods on the phone working with clients and providers. Must be able to lift up to 15 pounds.