

PROGRAM MANAGER

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Program Manager: Metro Omaha Superintendents' Early Childhood Education Plan.

The Program Manager will assist senior Institute staff and program consultants in implementing a comprehensive initiative to eliminate or reduce income-based social, cognitive, and achievement gaps among young children at risk in the Learning Community of Douglas and Sarpy Counties. The initiative relies on a comprehensive birth through third grade approach designed to create continuous programming across the first eight years of life using the elementary school as the hub or connector for all early childhood services. Funding is available from a new taxing authority in the Learning Community.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the newly established Buffett Early Childhood Institute is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation.

The long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policy makers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them. Applicants should note that the goals of the Institute are university- and state-wide, but that the Institute's administrative home is at the University of Nebraska Omaha. This position will work primarily out of the Omaha office but may have additional university-wide responsibilities.

Job Responsibilities:

- Provide leadership for implementing the Superintendents' Early Childhood Education Plan in consultation with the Director of Program Development;
- Work closely with senior Institute staff to ensure adherence to the scope and direction of the program;
- Supervise a three-person team of infant/toddler, family engagement, and educational specialists.
- Establish and maintain collaborative relationships with school districts, individual schools, home-based and center-based child care programs, and other community organizations participating in the project;
- Oversee the development and implementation of action plans in 12 schools implementing the "School as Hub for Birth through Grade 3" approach, including the negotiation of schedules for professional development and other collaborative activities;
- Assist in orienting and providing professional development for program staff, and ensure that program implementation embodies fidelity to program guidelines at each school site;

- Meet budgetary objectives by working with Director of Program Development and senior Institute staff on a regular basis;
- Document all aspects of the program. Consult with, prepare for, and deliver regular status reports to Institute staff;
- Assist in creation of a Superintendents' Early Childhood Plan implementation manual;
- Work closely with communication team to ensure consistent and timely messaging of Achievement Gap accomplishments;
- Engage in problem-solving, as appropriate, to meet changing needs, manage staff and consultants around objectives of the plan, resolve operational problems, and determine needed program improvements;
- Other duties as needed;

Minimum Qualifications:

- Master's in early childhood education with eight or more years' experience in the early childhood education field.
- Experience serving as an administrator in early childhood education.
- Experience supervising and coaching family support workers and/or classroom personnel.
- Knowledge of developmentally informed early childhood practices and classroom experience with children younger than age 8.
- Knowledge of programming across early education sectors including home visiting, child care, and school-based Pre-K – 3rd grade.
- Cultural competence and experience working effectively with individuals who are racially, culturally, ethnically, and linguistically diverse.
- Experience in program planning and development.
- Ability to work collaboratively.
- Qualities of leadership and excellent written and oral communication skills.

Successful candidates will exhibit the following personality traits:

- Knowledge, enthusiasm, and passion for the field of early childhood and the ability to establish credibility at the school, district level, and community level.
- Sensitivity to diverse races, cultures, and ethnicities
- Self-starter comfortable with attention to detail and ability to work independently, along with the judgment to seek supervision and/or input from others when necessary
- Highly organized and skilled in managing multiple varying and competing priorities
- Excellent communicator
- Skilled in developing and managing budgets
- Innovative problem solver
- Experience with supervision, staffing, and project management

How to Apply

Application review begins immediately and continues until position is filled. Applications processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resume, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu.