

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 to provide principal support and management of the Institute's implementation of the Omaha area Superintendents' Early Childhood 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 set of three interlocking models designed to create continuous programming across the first eight years of life using the elementary school as the hub or connector for early childhood services. Funding is available from a new taxing authority in the Learning Community. Implementation of the plan will inform the Institute's statewide signature programs, including its Achievement Gap Challenge.

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 will have additional university-wide responsibilities.

Job Responsibilities

- Provide leadership for implementing the Superintendents' Early Childhood Education Plan.
- Establish and maintain positive relationships with school districts, individual schools and home-based and state-funded child care programs, and community-based organizations participating in the project.
- Prepare, complete, and implement action plans in several schools and programs, birth through age 8.
- Supervise professional development for facilitators, parent coordinators, master infant/toddler specialists, and other project staff.
- Negotiate ongoing schedules for delivering professional development to early childhood personnel from participating schools and community-based organizations.
- Assist in creation of a professional development curriculum and training manual.
- In consultation with the Director of Program Development, 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.

- Work closely with senior Institute staff to ensure adherence to the scope and direction of the program.
- Accomplish operational objectives by assisting in recruiting, selecting, orienting, training, and scheduling school-specific program staff. Supervise staff and ensure that program implementation embodies fidelity to the model 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.
- Work closely with the Institute’s communication team to ensure consistent and timely messaging of Achievement Gap accomplishments.
- Other duties as needed.

Minimum requirements:

- Masters degree in early childhood education with five or more years of experience in the early childhood education field.
- Experience teaching or serving as an administrator in early childhood education.
- Experience supervising and coaching family support workers and classroom personnel.
- Knowledge of early childhood education curriculum and classroom experience with children younger than age 8.
- Knowledge of programming across early education sectors including home visiting, child care, and school-based PreK–Grade 3.
- Experience in multi-cultural work.
- Experience in program planning and development; ability to work collaboratively.
- Leadership qualities 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.
- 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 on-line job posting at <https://careers.nebraska.edu>.

Follow instructions to complete the Applicant Profile. Along with your application, attach a cover letter, resume, and contact information for three professional references.

Direct questions about the position to: humanresources@nebraska.edu.

Direct questions about the on-line application process to: (402) 472-2111.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.