



Job Description

Pre-K Program Associate

Posting Date

April 5, 2024

Application Deadline

Open until filled.

Reports To

Pre-K Manager

Hours

Exempt; Full-time with some weekend and evening time required

Location

Memphis and/or Virtual (Hybrid organization)

Compensation

Starting at \$40,000 commensurate with education and experience

Who Are We:

A child's foundations in life and learning are essential to lifelong success. First 8 Memphis (F8M) was founded to build an early care and education system that will allow every child in Memphis and Shelby County reach their full potential by focusing on building a strong start during a child's first 8 years of life. We are an advocacy, coordinating and convening organization working across the age spectrum and programs that support young children and their families including: home visiting, childcare, Pre-Kindergarten (Pre-K) and Kindergarten - 3rd grade supports. F8M's early care and education systems building work is conducted in collaboration with the F8M Leadership Council and other stakeholders. F8M is governed by a highly regarded Board of Directors who partner with staff to help reach our community and organizational goals.

Responsibilities & Opportunities:

The Program Associate will have the opportunity to impact the Pre-K experience for 1,600 four-year-olds in the Memphis and Shelby County community, ensuring a strong foundation for future success. In addition to completing quality monitoring instructional observations within F8M Pre-K classrooms, the Program Associate will develop quality improvement feedback and professional development to Pre-K instructional coaches, family engagement personnel, and Pre-K Directors. We are looking for someone detail-oriented, with an understanding of developmentally appropriate instruction in the Pre-K classroom and experience supporting quality program improvements. The person in this role will:

Pre-K Operator Quality Monitoring (60%)

- Perform quality monitoring visits for all Pre-K programs/classes each semester; and provide feedback to instructional coaches
- Provide balanced feedback that both highlights evidence-based quality teaching and learning practices and addresses gaps identified during classroom visits



Pre-K Operator Program (25%)

- Coordinate Pre-K Operator communication and program expectations
- Implement Pre-K Operator data collection processes and collaborative meeting goals
- In collaboration with the Pre-K Program Manager, support monitoring of Pre-K classroom and Operator level data to align with compliance
- Coordinate and facilitate training and guidance to instructional coaches to include an annual orientation and quarterly Coaching Collaborative
- Support the integration of family wraparound services, family support and family engagement best practices
- Support and actively participate in stakeholder meetings

Data Collection, Reporting and Documentation (15%)

- Collect and summarize observational data for continuous program improvement and required reporting
- In collaboration with the Pre-K Program Manager, administer and monitor performance management surveys and assessments
- Maintain accurate records and reports of classroom observations and communication with Pre-K partners, and other documentation as defined by supervisor
- Participate in the development of agency policies and procedures, and other written documents as appropriate

Perform other duties as assigned

The F8M Candidate

The ideal team member for First 8 Memphis describes themselves as a self-starter who's ready to roll-up their sleeves and work in an organization that's transitioning from the start-up to the growth phase. You are resourceful, comfortable navigating a dynamic workplace and able to work both independently and collaboratively. You must align with F8M's vision, mission and values; and have deep empathy and commitment to addressing issues and challenges faced by Black and Brown and other under-invested communities, families, and young children in Memphis and Shelby County.

WE WANT SOMEONE WHO

- Is self-motivated, takes initiative and learns quickly
- Has strong project management skills
- Builds relationships with key stakeholders
- Communicates effectively, professionally, and persuasively
- Plans, problem-solves and manages ambiguity in a dynamic environment
- Effectively balances priorities to meet multiple deadlines
- Can successfully prepare and develop effective training programs
- Has a growth mindset and uses feedback to improve practice
- Has strong written and verbal communication skills
- Consistently demonstrates strong attention to detail
- Works well independently as well as collaboratively with a team



- Thrives in a fast-paced environment
- Is proficient in Microsoft Office Suite, Google Suite applications, and web-based applications, platforms, and browsers
- Will occasionally work evenings and weekends when needed
- Can travel approximately 60% of time around Shelby County and, potentially, statewide and nationally

EXPERIENCE

- 3+ years of experience in early childhood or related field
- Bachelor's degree in education, early childhood endorsement preferred
- Preferred Pre-K instruction or coaching experience; demonstrated experience in early care and education, including teaching and/or child development pedagogy, quality classroom management, coaching or consultation, knowledge of Tennessee State Early Learning Developmental Standards, or equivalent experience or certifications acceptable

Our Commitment and Compensation

Workplace Commitment: F8M is committed to an inclusive, fair, and equitable workplace where everyone is respected and valued as a member of the team. We strive to attract, develop, and retain exceptional people that reflect the diversity of the children and families we serve; and to create a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.

What We Offer: The salary range for this role is \$40,000 - \$50,000, commensurate with experience. Benefits include standard health, dental and 401K retirement plan, with a match, and a professional development stipend. F8M offers a hybrid work environment and a generous holiday schedule, including office closure for the last week of December. F8M offers a hard-working, friendly and committed team of colleagues.

New employees will be on a ninety (90) day introductory and probationary period. This period serves two (2) purposes: it allows you, as a new employee, to evaluate your job, work group, supervisor and colleagues and to decide whether to remain in employment and it allows your supervisor the opportunity to evaluate your performance and to decide whether to retain you as a regular employee, extend your introductory status, or terminate your employment.

Join Our Team: Please send your cover letter and resume to opportunities@first8memphis.org with the subject line: "Pre-K Associate - Your Name". Final candidates who work with young children and/or have proximate reach to young children are subject to background checks. Final candidates who work with young children and/or have proximate reach to young children are subject to a background check and initial drug screening.

Information provided during your candidacy for employment and during your tenure is relied upon as being accurate. Any misrepresentations, falsifications, or material omission of information or data at any time may result in termination.

