Position Title: Assistant Manager/Manager - Early Childhood Development
Department: Quality Programs
Reports To: Manager – Early Childhood Development
Category: Full-time: 37.5 hours per week

About Thrive Birth to Five: Thrive Birth to Five (TB5) has been the early childhood systems building organization in the Richmond Region since 2007 and was designated Ready Region Central by the Virginia Early Childhood Foundation and the Virginia Department of Education in 2022. TB5’s regional early childhood coalition convenes 125+ diverse public and private organizations to work collectively to ensure all children are ready to succeed in school, work, and life. Partners include childcare entities, school systems, state and local government, nonprofit and philanthropic organizations, and local businesses. Our region includes the counties of Charles City, Chesterfield, Dinwiddie, Greensville, Goochland, Hanover, Henrico, New Kent, Powhatan, Prince George, Surry, and Sussex counties, as well as the cities of Colonial Heights, Emporia, Hopewell, Petersburg, and Richmond.

About Virginia Quality Birth to Five (VQB5): VQB5 is a measurement and improvement system that focuses on the quality of all publicly-funded birth-five classrooms and supports families to choose quality programming across different program types. VQB5 sets shared expectations for measuring quality and supporting teachers for all birth to five programs. Through VQB5, teachers and leaders will receive the feedback and support the need to help young children learn.

Among the primary duties of the Assistant Manager/Manager, Early Childhood Development:

1. **Build Relationships:**
   - Support the completion of all required community-wide activities. This includes, but is not limited to self-assessments, surveys, data collection, and work plans.
   - Support regional engagement and communication with CLASS® observers, early care programs, ECCE partners and VQB5 statewide partners.

2. **Strengthen Quality:**
   - Maintain and gain new CLASS observer reliability and provide observations as part of our regional observer plan.
   - Support the development of a deep bench of CLASS® trainers and observers across all three age groups: infant, toddler, and PreK by recruiting new CLASS® observers.
   - Support CLASS® observer recruits during the process to become reliable. This includes follow up, mentoring and tracking progress through the testing window.
   - Maintain a current list of observers to monitor reliability renewals and provide support.
   - Monitor and audit observation data collection for CLASS® observers in relation to score replacement protocols.
   - Develop, monitor, and collaborate on quality improvement efforts for all CLASS® observers including the implementation of calibrations and co-coding.
   - Develop observer focused, high-quality professional development and continuing education based on current grant deliverables.
• Coordinate and support Professional Learning Communities.
• Use inventory of sites and classrooms, along with knowledge of CLASS® observer capacity, to work with our contract partners to implement a plan to observe all classrooms and provide feedback to teachers using the CLASS® observation tool twice a year.
• Support the distribution of CLASS® materials to participating leaders and teachers.
• Create on-line surveys and assist in analyzing qualitative and quantitative data from evaluation projects.
• Support all CLASS score entries in LinkB5 by the deadline twice a year.

Capabilities and Background:
• **A capacity builder focused on creating effective, equitable networks.**
  o Seek out, foster, and sustain relationships that yield quality improvements.
  o Engage in public/private partnerships in early childhood to ensure all children reach Kindergarten ready to learn.
  o Foster a regional culture of equity, trust, transparency, and shared accountability for documented outcomes that are driven by efficient and effective use of community resources.

• **An early childhood specialist with necessary knowledge and training**
  o Effectively work with partners and community leaders to implement a clear vision for VQB5.
  o Build short-term, concrete goals as part of a larger quality improvement plan.

Education/Experience/Skills/Qualifications:
• **Education/Experience:** Bachelor’s degree is preferred and at least five years of experience, directly or combined, in early childhood development and related experience that will provide the required knowledge, skills, and abilities to train adult learners. CLASS Affiliate Trainer experience is preferred.
• **Entrepreneurial Spirit:** Takes initiative and actively seeks to deepen provider relationships and to forge new ones.
• **Collaboration:** Effective at working with partners in diverse and complex networks to reach common goals and objectives.
• **Relationship Building:** Skilled at establishing and cultivating strong relationships both internally and externally – including individuals, providers, and stakeholder groups.
• **Tech Savvy:** Experience with Microsoft Outlook, Teams, Word, Excel, and Power Point. Experience with LinkB5 and myTeachstone preferred.

Position is eligible for a competitive salary and benefits package.

To submit an application:
Submit a cover letter and resume to hiring@thriveB5.org by July 23, 2023

*Thrive Birth to Five is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: we are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We do not tolerate discrimination or harassment based on any of these characteristics.*