

BOARD OF REGENTS
POSITION ANNOUNCEMENT
TEACHER AND LEADERSHIP INITIATIVES

The Teacher and Leadership Initiatives Program is located within the Academic Affairs & Innovation office within the Louisiana Board of Regents. The Program Manager for Early Childhood & Literacy Initiatives reports to the Program Administrator for Teacher & Leadership Initiatives.

PROGRAM MANAGER FOR EARLY CHILDHOOD & LITERACY INITIATIVES

Project Management Responsibilities to Support Early Childhood & Literacy Initiatives include:

- Coordinating the creation of Early Learning Centers (microcenters) at institutions of higher education;
- Identifying and securing grants to support early childhood initiatives;
- Serving as liaison between the Louisiana Board of Regents and the Louisiana Department of Education on early childhood and early literacy initiatives;
- Supporting/advising early childhood specialists within the university systems as licensed childcare facilities open at institutions of higher education;
- Providing professional development from a statewide perspective on Early Childhood & Literacy Initiatives;
- Creating, facilitating, and implementing memoranda of understanding with the Louisiana Department of Education, the Louisiana Community & Technical College System, non-university certification providers, and outside data contractors;
- Coordinating with the Louisiana Department of Education and College of Education Deans/Directors to strengthen the content of required literacy instruction at Colleges of Education;
- Developing, managing, and monitoring memoranda of understanding, contracts, interagency agreements, cooperative endeavor agreements, program outcome reports, and supporting documents on behalf of program; and
- Providing support for meetings, conferences, special projects, and other duties in support of the Teacher & Leadership Initiatives office and/or the Board of Regents, as requested by supervisor.

Minimum Qualifications:

- Baccalaureate degree plus two years' related work experience (six years preferred)
- Experience and/or demonstrated capacity with early childhood systems and/or early literacy practices
- Solution-oriented and innovative thinker
- Steadfast advocate for education

- Excellent verbal and written communication skills
- Ability to work effectively with diverse constituencies
- Familiarity and expertise with Microsoft Office Suite, specifically Word, PowerPoint, and Excel

Desired Qualifications:

- Master's degree in Early Childhood or Literacy preferred
- Experience in Early Childhood Care and Education leadership, opening or directing an early learning center
- Experience with the CLASS assessment system
- Record of successful grant writing activity

Interested applicants must apply via LA

Careers at: <https://www.governmentjobs.com/careers/louisiana/jobs/3062699/program-manager-for-early-childhood-literacy-initiatives?keywords=program%20manager&pagetype=jobOpportunitiesJobs> by 11:59 p.m. on Tuesday, May 11, 2021. This position is posted for both internal and external applicants.