

Implementation Manager- Expanded Learning:

Flint Center for Educational Excellence

Exemption Status: Full-time, Exempt—Salaried (grant-funded position)

Position Summary

The Implementation Manager for Extended Learning (Manager) supports the Flint Center for Educational Excellence's (the Center) mission of building a community that works for all Flint kids by co-designing and managing expanded learning partnerships, programs, and activities that ensure Flint kids thrive. The Manager will design a plan to ensure that Flint kids successfully transition from the regular school day to high-quality expanded learning opportunities implemented through a mix of direct service and partnerships.

Reporting to the Director of Community Education & Out-of-School Time Learning, the Manager will collaborate as part of a four-person team to co-create plans, organize, and perform various specialized administrative and program oversight duties to achieve program goals and deliverables. To this end, the Implementation Manager will also coordinate with the Research & Evaluation Manager to evaluate students' social and academic growth through data analysis and recommend changes to improve the quality of programs. This position requires flexible, non-traditional work hours and is contingent upon continued grant funding.

About the Flint Center for Educational Excellence

The Community Foundation of Greater Flint currently serves as fiscal sponsor for the Flint Center for Educational Excellence and will lead the pilot phase of its work until it becomes an independent entity. As a result, the workplace culture will be that of a dynamic start-up organization with team members proactively establishing systems and processes to support the Center's growth and development as a high-performing organization.

Major Responsibilities & Key Tasks

Program Leadership & Administration

- Co-lead a team of site staff, including assisting with recruitment and hiring of site staff; providing on-site training, monitoring, and capacity support; managing staff absences; and co-leading regular staff meetings;
- Support site teams in managing all aspects of the day-to-day operation, supervision, and safety of expanded learning programs at school sites;
- Support site teams in curating culturally- and developmentally appropriate expanded learning opportunities that improve Flint kids' academics, attendance, social-emotional regulation, promotion rates, and graduation rates;
- Coordinate with Implementation Managers and site staff to identify and implement accommodations for students with differing abilities;

- Recruit teachers, instructors, vendors, and volunteers for the programs and support them in creating high-quality learning experiences; and
- Work flexible hours and/or be on-call from early morning until 7pm.

Childcare Licensing & Regulatory Management

- Ensure all child safety protocols are followed, including up-to-date emergency forms and attention to special circumstances, such as health concerns, food allergy plans, and custody arrangements;
- Develop Emergency Action Plans for each program site, ensuring they are regularly updated for changes in program compliance, regulations, and changes in safety needs
- Maintain compliance with all LARA rules and regulations, adhering to partnering districts' policies and procedures as well as those outlined in the licensed Before/Afterschool Program Handbook;
- Ensure the establishment and implementation of all policies and procedures that fulfill the requirements of 21st Century Community Learning Centers;
- Ensure timely completion of any action plan items related to Department of Human Services licensing at assigned sites;
- Ensures current childcare licensure for sites to remain current and reflect the highest quality in Michigan's quality recognition and improvement system (QRIS);
- Ensure adequate supervision for all designated child-serving spaces, assigning assistants and substitutes as needed;
- Ensure all child safety protocols are followed, including up-to-date emergency forms and attention to special circumstances, such as health concerns, food allergy plans, and custody arrangements; and
- Assist in identifying and addressing the needs of sites, including logistical, supply, maintenance, and facility needs.

Evaluation, Data Monitoring, and Continuous Improvement

- Evaluate program and program staff in partnership with the Research & Evaluation Manager and evaluation partners;
- Determine and arrange staff development needs in cooperation with all staff in accordance with evaluation results;
- Compile regular reports reflecting all activities, attendance, participation, or other data as needed.
- Track program participation levels, daily attendance, and evaluation measures; and
- Ensure the reporting of student data and information from each site to meet grant reporting requirements to ensure that timelines will be met.

Family Partnership & Community Leadership

- Develop operational policies and practices for expanded learning programs in cooperation with partner schools, youth, and parents; and
- Develop partnerships with parents, community leaders, and organizations to ensure the responsiveness of expanded learning programs.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Minimum Qualifications

- Bachelor's degree or a relevant mix of education and work experience in education, youth development, recreation & education, or human services;
- Master's degree in education, social work, social services administration, or related field preferred.
- Minimum 5 years of successful experience in out-of-school time programs, or similar experience in organizational planning and supervision of activities based on the developmental needs of youth.
- CPR & First Aid certifications, or ability to certify upon hire;
- Ability to effectively interact and collaborate with educators, parents, and Flint kids;
- Satisfactory criminal background check and unprofessional conduct check

Required Skills & Abilities

- Knowledge of principles related to the development of youth between ages 5-18;
- Strong organizational, communication, and interpersonal skills

Compensation & Benefits

- Starting salary range: \$70,000-\$80,000 per year based on education and experience
- Competitive benefits package including 401(k), health, vision, and dental benefits