

District 1199C Training & Upgrading Fund

JOB POSTING: ECE Apprenticeship Coordinator

Position Summary:

The Early Childhood Education (ECE) Apprenticeship Coordinator reports to the Executive Director as the primary staff person for the Training Fund's CDA-to-Associate's Degree ECE Registered Apprenticeship Partnership, and is responsible for coordinating between project partners, participating employers, and Apprentices; and supporting Apprentices' success, individually and as a cohort, in completing all classroom and on-the-job elements of the Apprenticeship program.

This is a full-time, grant-funded position starting January 2017 through December 31, 2019.

Essential Functions and Responsibilities:

General

Manages daily operations of the Fund's CDA-to-Associate's Degree ECE Registered Apprenticeship, working closely with 10-20 participating employer partners and Apprentices, individually and as a cohort; in collaboration with Training Fund Industry Partnership team, leads Fund's activities as intermediary between participating employers and Pennsylvania Apprenticeship & Training Council; interfaces with Community College of Philadelphia, Delaware Valley Association for the Education of Young Children (DVAEYC), and the Public Health Management Corporation's Southeast Regional Key (SERK) in managing partners' contracted roles in the project; interfaces with Pennsylvania Office of Child Development & Early Learning (OCDEL) and City of Philadelphia Mayor's Office of Education (MOE) to coordinate/integrate project activities with state and local ECE policy/payment infrastructure. Time is spent approximately 50% in the Training Fund office and 50% on-site with participating employers and Apprentices.

Specific

EMPLOYER ENGAGEMENT: In collaboration with Training Fund's Industry Partnership team, recruit participating employers to sponsor at least 36 Registered Apprentices. Develop template Apprenticeship Standards and employer-specific versions, including wage steps aligned with educational credentials and Keystone STARS Career Lattice advancement. Establish systems, roles and reporting protocols for Apprentices and employers and oversee implementation.

INTERFACE WITH STATE APPRENTICESHIP SYSTEM: In collaboration with Training Fund's Industry Partnership team, manage process of adding "Pre-School Teacher, Not Special Education" (SOC Code 25-2011.00) to Pennsylvania and US Lists of Apprenticeshipable Occupations. Register all employers' ECE Apprenticeship Program(s) with the Pennsylvania Apprenticeship & Training Council.

MANAGING PARTNERSHIPS: Cooperate with and support CCP faculty curriculum design for ECE apprenticeship; reformat revised curriculum into format required for the state's Department of Labor (DOL) format for Apprenticeship program registration. Support CCP administration in identification of faculty to lead instruction, and ensure all other necessary systems in place. Ensure that all instructional program elements comply with/qualify for T.E.A.C.H. and/or Rising Stars tuition reimbursement and technical assistance funds, and support participants' compliance with all tuition reimbursement program requirements.

Support employer partners' and DVAEYC's identification, recruitment and training of Student Supervisors/Coaches, and work closely with DVAEYC to ensure success of Apprenticeship program's mentorship element.

SUPPORT FOR APPRENTICES: Work closely with employer partners to recruit and enroll Apprentices in assessment and Bridge coursework with Training Fund, CCP Accuplacer preparation coursework and developmental coursework (as needed). Register at least 36 Apprentices with the PATC and maintain/update participant files/records for the duration of their participation in the program. Register Apprentices in the US Department of Labor's RAPIDS database at the beginning of the program upon beginning program and following completion, ensuring Apprentices' progression to Journeyworker status and receipt of US DOL certificate.

POLICY ADVOCACY: Work closely with state and local policymaking and regulatory partners to embed Apprenticeship program and credential within the OCDEL Career Lattice system and MOE Pre-K expansion initiative; ensure city-funded providers are prioritized and participate in the Apprenticeship program. Develop local and statewide replication/expansion plans with OCDEL and MOE. Communicate results, including replication in line with plans for statewide replication/expansion.

PROGRAM EVALUATION: Identify and secure evaluation partner through an RFP process; assist evaluation partner by leading collection of baseline, one-year, and two-year data on apprentices (wages, education, demographic) and program administration (use of T.E.A.C.H. and/or Rising STARS tuition assistance).

PROJECT MANAGEMENT: Work with Training Fund Executive Director to develop project advisory council, with representatives from all project partners including OCDEL and MOE.

Manage project record keeping and participant file maintenance, working with Executive Director and other Training Fund staff to meet all funder reporting requirements in a timely manner.

Assist Training Fund Controller in executing the Training Fund's role as the project's fiscal sponsor, ensuring timely disbursement of all contracted grant funds to partnering organizations; liaise with finance/administrative staff at DVAEYC, CCP and other partners as necessary to ensure timely receipt of invoices and backup for all project-related services; liaise with Training Fund finance department and all partnering organizations to obtain backup documentation of all matching funds pledged to the project.

Qualifications:

Bachelor's Degree in Early Childhood Education or a closely related field; Masters Degree preferred.

3 years' work experience working in an Early Childhood Education setting, including ECE management and TA experience.

Good project management skills and attention to detail.

Good oral and written communication skills and ability/interest in working with providers.

Must have valid drivers' license and ability to travel locally to employer sites and other meetings.

Computer Proficiency including spreadsheets, databases, and presentations.

Technical Proficiencies:

Must possess a comprehensive knowledge of Early Childhood Education as well as adult learning and workforce development.

Excellent documentation, technical assistance, organizational and computer skills are required.

Strong project management, communication (oral and written), and critical thinking also required.

Work Requirements:

Working conditions are those normally found in an office environment. Must be able to travel to employer sites within the City of Philadelphia, and work flexible hours with some evening hours required.

APPLICATION DEADLINE: DECEMBER 31, 2016

Please send resume to: Cheryl Feldman

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