

District 1199C Training & Upgrading Fund
JOB POSTING: Early Childhood Education Workforce Strategy Manager

Position Summary:

The Early Childhood Education (ECE) Workforce Strategy Manager reports to the Executive Director as the primary person responsible for the Training Fund's statewide apprenticeship replication efforts. The Manager is responsible for providing technical assistance statewide in support of apprenticeship start up and implementation, coordinating with OCDEL, the PA Key, and the ECE Higher Education Consortium as implementation partners, coordinating with the Pennsylvania Apprenticeship and Training Office, organizing and facilitating statewide meetings, establishing and providing oversight of contracts, and preparing program and fiscal reports to funders.

Essential Functions and Responsibilities:

ECE APPRENTICESHIP STATEWIDE REPLICATION

Coordinate the ongoing work of five regional hubs to establish and customize PA's ECE Apprenticeship Programs and use statewide resources and supports to scale best practices. Regional hubs will include the intermediary, two-year and four-year higher education partners, secondary education partners, mentoring partners, and employer partners.

Provide technical assistance (TA) to establish and track progress of regional hubs. Support hubs in recruiting education/post-secondary, employer, and mentoring partners and in developing ECE Apprenticeship Programs designed for the incumbent workforce and for job seekers just graduating from high school or actively looking for work. Through TA, ensure that hubs design and implement Registered Apprenticeship Programs aligned with the core standards of the established PA ECE Registered Apprenticeship Program and support hubs in local customization. TA will vary by hub needs, but may include: helping to identify the regional intermediary and other core partners; helping core partners to design the local Apprenticeship model and understand the basic requirements in implementing an apprenticeship program; designing an employer outreach, recruitment, and engagement model and strategies; supporting employer partners in understanding program components, including release time for apprentice and coaches, wage increases, apprentice supports to help ensure success, and employer apprenticeship committees; designing and implementing a coaching model; and, coordinating with Workforce Development Boards.

Support implementation of standardized Apprenticeship Standards by: using standardized work processes established by the ECE Registered Apprenticeship Programs in Southeastern Pennsylvania in alignment with the national industry standards of the National Association for the Education of Young Children; assisting regional education and employer partners in customizing the Apprenticeship Standards; coordinating with the PA Apprenticeship and Training Office and the PA Key in centralizing apprenticeship documentation collection. Coordinate closely with the PA Apprenticeship and Training Office in adding local apprenticeship programs to the existing ECE Registered Apprenticeship Program, ensuring all required documents are provided and the programs are approved.

Oversee development and dissemination of Apprenticeship-specific tools and supports, including: a statewide mentoring curriculum for coaches; and, replication toolkits for ECE Pre- and Registered

Apprenticeship models. Support the design and implementation of a statewide mentoring program to include a uniform virtual train the trainer mentoring curriculum; and, providing each of the hubs with a mentoring plan for implementation. The mentor curriculum will include initial training on the role of the coach, ongoing training on OJL competencies and assessments, and resources.

Support the work of the ECE Higher Education Consortium to implement articulation and Related Technical Instruction alignment with the ECE Registered Apprenticeship Program work processes.

Support the development of a centralized statewide database housed at the PA Key that collects and maintains apprentice hours, competency attainment data, and wage increases. Collaborate with OCDEL and the PA Key to test and launch the database and ensure that reports are available for upload into the DOL database (RAPIDS).

Support the development of a statewide clearinghouse and website housed at the PA Key to collect and house curricula, post-secondary course mapping models, on the job learning models, competencies, best practices, and resources.

Create and facilitate a statewide advisory committee to support the creation of an ECE Registered Apprenticeship system.

Qualifications:

Master's Degree in Early Childhood Education, Education, or a closely related field.

At least 5 years of experience in ECE, education, apprenticeship, or vocational/workforce development.

At least 5 years' program administration experience with responsibility for project management.

Previous programmatic and budgetary oversight responsibilities.

Excellent project management and organizational skills with attention to detail.

Excellent oral and written communication skills and ability/interest in working with partners.

Computer mastery, including spreadsheets, databases, and presentations.

Technical Proficiencies:

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

Excellent documentation, technical assistance, organizational and computer skills are required, with an intermediate knowledge of excel and use of spreadsheets. Strong project management, communication (oral and written), and critical thinking also required.

Work Requirements:

Must have valid driver's license and be able to travel to regions across Pennsylvania to support ECE apprenticeship start up and implementation, and work flexible hours with some evening hours and overnight travel required.

APPLICATION DEADLINE: March 15, 2019

Please send resume to Cheryl Feldman, Executive Director, District 1199C Training & Upgrading Fund
cfeldman@1199ctraining.org