

**Title**

Finance Director  
Updated: 4/24/2017

**Job Overview**

The Education Manager provides supervision and direct service to the children and their families in Family Connections (FC) Homework Club, Summer Academic Enrichment and Healthy Connections programs. The Education Manager works in the after school program Homework Club (HWC) during the school year, Summer Academic Enrichment (SAE) during summer months, and Healthy Connections (HC) year-round.

The HWC and SAE programs are academic enrichment programs for school-age elementary children. Under the supervision of the Education Director, the Education Manager is responsible for the day-to-day management of these programs ensuring they are running effectively and activities are safe, accessible, nurturing and provides an optimal learning environment for children.

The Education Manager also supports the implementation of the strategic vision, management and integration of Healthy Connections activities in all FC programs. He/she provides supervision of the health interns, is responsible of ongoing resources sharing and coordinates activities to help children and parent/caregiver participants learn and adopt holistic, sustainable changes related to nutrition, physical activity, disease prevention, and mental health.

**Job Duties**

**Program Management**

- Support programmatic, staffing direction and oversight for HWC, SAE, and HC to ensure compliance with agency policies, California Community Care Licensing guidelines, grant regulations, contracts, and requirements
- Coordinate staff schedules and steps into program to supervise and provide instruction when needed
- Supervise youth workers from the Mayor’s Education Employment Program (MYEEP), student volunteers, college interns (recruits, trains, supervision, keep track of hours, sign off timesheets, and completes evaluations)
- Coordinate Healthy Connections programming including supervision of health interns, providing resources to staff and caregiver participants, coordinating workshops to children and caregivers, and updating program bulletin and community boards
- Implement outreach efforts for health-related workshops
- Provide regular coaching and on-going supervision of teachers and interns with the support of the Education Director regarding work plans, curricula, program quality, children’s progress, and the use of best practices to enhance child-centered curriculum
- Perform annual written evaluations on program staff

**Program Development, Implementation and Evaluation**

- Implement and monitor regularly all HWC activities including curriculum, enrichment activities, arts/crafts, Interest Clubs, implementation of pre/post assessments and surveys.
- Submits monthly supply and snack orders within approved budget



- Responsible for programs' data entry in the funder and agency databases for monthly reports
- Remain informed of current research, best practices, trends, and activities in the field by reviewing professional publications and attending related conferences, workshops, and other events
- Works closely with Education Director to support staff to develop an efficient, consistent evaluation process and ensures proper documentation of integration of HC activities with all FC programs.
- Establishes and maintains strong partnerships with local schools, library and community partners
- Report directly to the Education Director and completes biweekly and annual workplans
- Work collaboratively with onsite mental health consultant and family support staff to ensure comprehensive coordination of care for our participants.

### **Qualifications**

- BA in Early Childhood Education or Child Development; Masters' degree in ECE or Child Development preferred
- Site Supervisor Permit or the required units to apply
- Minimum of 3 years of experience working with school-age children and their parents/caregivers in a bilingual, multicultural setting
- Minimum of 3 years of staff and program management skills in the ECE/ Education field
- Experience with group facilitation on topics related to preventive health, nutrition, disease prevention, physical activity, mental health and injury prevention
- Prior experience in curriculum development, project design, implementation and evaluation
- Expert knowledge of best practices in children's health services and children's development
- Must perform excellent administrative and organizational skills and responsibilities in a thorough and timely manner in compliance with agency policy, standards, and licensing
- Ability to maintain a creative, team-building, cooperative approach to job performance and seek to bring a constructive and problem-solving orientation to all tasks
- Stellar verbal and written communication
- Bilingual preferred: Spanish/English or Cantonese/English

### **Agency Overview**

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For 23 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at [www.portolafc.org](http://www.portolafc.org).

### **Physical I Requirements**

Teaching:

- involves walking, stooping, bending, kneeling, reaching and interacting with children
- occasional walking required when leading children from Family Connections Center to trips to community parks and other field trips
- involves setting up a classroom, including moving, pushing, pulling, lifting, manipulating, and dragging objects up to 25 lbs



- may rarely be required to pick up child in emergency situation

#### **Compensation and Application Process**

- \$50,000-55,000/annual, depending on experience
- Fulltime, exempt position, with health benefits including chiropractor and acupuncture
- To apply, email your cover letter (required) and resume to: [jobs@portolafc.org](mailto:jobs@portolafc.org). Please, absolutely no inquiring phone calls!

*Family Connections is an Equal Opportunity Employer.*

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.