

EARLY LEARNING AND INCLUSION MANAGER

Salary and Benefits

Salary range for this position is \$75,000-\$85,000 depending on experience and qualifications. Support for Families provides a suite of benefits including medical, dental, vision, and life insurance options, paid sick and vacation leave, and generous paid holidays.

Position Description

The Early Learning & Inclusion Manager reports to the Senior Director of Programming and is responsible for developing, implementing, and meeting goals aligned with early education, inclusion, and service navigation for providers and families with children with disabilities. This is a full-time, exempt position that supervises a full-time Developmental Inclusion Specialist and Developmental Screening Specialist. Deep knowledge of inclusive practices and interventions, experience coaching adult learners, understanding of ECE and Early Start systems, comfort with technology, and experience in project management will all be hallmarks of a successful candidate.

Role Responsibilities

- In collaboration with the Senior Director of Programming, manage the Early Childhood Education Training and Technical Assistance Grant, including relationships with the funders, proactively meeting grant deliverables, and ensuring accurate data and financial information in reporting
- Manage the creation of a scope and sequence for training and workshops focused on 0-5 aged children for families, professionals, and staff, that is aligned with grant deliverables and SFCD mission
- Providing direct supervision and support to Developmental Screening Specialist and Developmental Inclusion Specialist
- Lead trainings and provide coaching to ECE sites as needed
- Collect, maintain, and manage data as necessary to meet reporting deadlines and complete grant applications, with supplemental support from the Data team as needed
- Proactively develop strategies to implement program deliverables and structure programmatic goals with team members
- Represent SFCD at external meetings
- Understand and cascade information necessary to support programmatic goals
- Lead outreach to ECE providers
- Maintain relationships with DEC and other San Francisco ECE Quality Partners
- Identify and create programming responsive to community needs
- Collaborates across programs to engage other SFCD staff
- Schedule topics and trainings for Learning Lab in collaboration with managers and directors
- Other duties as assigned

Ideal Candidate Experience and Qualities

- Minimum of 5 years working with families or providers in a professional setting
- Strong understanding of IDEA, including IEP and IFSP's processes and accommodations
- Strong familiarity with Developmental Screenings and implementing accommodations for children
- Familiarity with Early Childhood Education, Teaching, OT, or PT Experience preferred
- Experience providing training, coaching, and technical assistance to childcare providers early childhood programs
- Demonstrated commitment to the principles of inclusion of children with disabilities in community settings
- Strong commitment to equity and prioritizing work with early care programs to ensure equitable practices across San Francisco communities



- Understanding of issues and challenges in the delivery of quality early care and education services to all children
- Experience working within a team environment
- Broad knowledge of the range of services in San Francisco for children with disabilities and special health care needs, and deep knowledge of educational supports--including supports for transition-aged youth
- Must be culturally sensitive to the needs of people from diverse backgrounds as well as the layers of oppression that often impact families
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Experience in data collection and reporting
- Proficiency in Microsoft Office Suite, including Microsoft Excel
- Bachelor's degree required. Master's degree in education, social work, or similar field welcomed.
- English fluency required, bilingual in Spanish, Cantonese, or other language a plus
- All applicants are welcome. Candidates who identify as Black/African American, individuals with disabilities, and/or are parents of children with disabilities encouraged to apply.

Physical Requirements

Ability to sit for extended periods of time while using office equipment. Function in activities of walking, bending, squatting, reaching, and some lifting of supplies and materials.

Note

- We understand strong candidates may come from a variety of backgrounds and unique experiences, particularly communities of color who have faced systemic oppression and barriers. If you feel you would be a strong candidate, please apply and tell us why in your cover letter.
- We review every resume and cover letter that is received.
- Unfortunately, we are unable to respond to every candidate.
- It usually takes at least two weeks for us to review your application.
- All applications will remain on file for consideration for future opportunities.
- Thank you in advance for your application!

Apply

Email detailed resume and thoughtful cover letter to jobs@supportforfamilies.org with "Early Learning Mgr" in the subject line

Support for Families is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

About Us

Support for Families of Children with Disabilities is a nonprofit organization founded in 1982. Our mission is to provide support for families of children with disabilities and other special health care needs throughout San Francisco. We provide education, information, and support to help families secure and navigate services so their children can thrive. Many of our employees are themselves parents of children with disabilities and special healthcare needs, so we are able to offer unique parent-to-parent support for many families.