



CHILD CARE ALLIANCE OF LOS ANGELES
California Early Care and Education Workforce Registry
REGISTRY SYSTEMS PROJECT MANAGER
JOB ANNOUNCEMENT

Position Title: Registry Systems Project Manager
Reports To: Program Director
FLSA Status: Exempt
Location: Remote Flexible
Date Released: February 6, 2018

Position Summary

The Child Care Alliance of Los Angeles is seeking a Registry Systems Project Manager who will help expand, promote, and integrate the California Early Care and Education Workforce Registry (the Registry) throughout the state.

We are looking for a dynamic individual with solid knowledge of the California ECE system to bring new counties on to the ECE Registry, interface with county and state leaders and agencies to further the development of the Registry and work closely with our Registry management team to advance the adoption of the Registry statewide.

The Registry is a web-based system designed to track and promote the qualifications, educational attainment and professional development, employment history, and profession of the early care and education (ECE) workforce. It is rapidly expanding as an important system component and critical support for California's ECE workforce initiatives. It serves as a primary source of verified data about the workforce and its professional preparation. It provides a single location for the ECE workforce to securely store all their qualifications, educational and professional development achievements, demographics, and employment history, and search and sign up for training workshops.

The Registry Systems Project Manager will work in close collaboration with the Program Director and Registry Program Manager at the regional, local and state levels. The Registry Systems Project Manager will increase county-level program administrators understanding of and capacity to integrate the Registry with ECE workforce initiatives and will coordinate with state and county stakeholders to develop strategies and approach for Registry alignment with current systems, initiatives and programs. The Registry Systems Project Manager will develop presentations and facilitate strategy meetings to promote the Registry with the goal of increasing agency and systems-level integration and alignment with the Registry. The Registry Systems Project Manager will also support counties with increasing Registry participation of ECE practitioners, onboarding licensed center FCC and center administrators in gaining Administrative Access, supporting approved training organization staff, and act as the liaison for the Program Manager on drafting and supporting organizations/agencies in creating and implementing Data Sharing Agreements and launching and expanding on Registry use.

Qualifications

- BA/BS degree required. Master's degree preferred.
- Knowledge of and experience in the ECE field
- Understanding and knowledge of local and state ECE professional development, quality improvement, and educational initiatives and systems



- Ability to provide leadership and help facilitate meetings and conversations towards systems-level goals and outcomes.
- Strong presentation skills
- Previous experience developing presentation and outreach materials
- Ability to work collaboratively with others within and across organizations
- Knowledge of data systems and data integration and/or alignment projects
- Effective organizational and time-management skills
- Good problem solving skills
- Ability to exercise confidentiality, discretion and good judgment
- Strong written and verbal communication skills
- Knowledge of data collection and reporting practices
- Knowledge of California ECE systems and resources
- Experience and ability to work well with diverse client populations
- Adept with Microsoft Outlook, Word, Excel, Publisher and Power Point
- Valid CA driver's license and insurance coverage which meets CA standards

Essential Duties and Responsibilities

- Work in close collaboration with the Program Director and Registry Program Manager to coordinate with state and county stakeholders to develop strategies and approach for Registry integration and alignment with current systems, initiatives and programs.
- Develop presentations and materials to explain, promote, and encourage Registry use and alignment with professional development and quality improvement systems building initiatives.
- Promote the Registry by participating at various meetings and events, serving as a resource/leader for Registry/systems alignment, and distributing materials to stakeholders.
- Follow up with stakeholder groups to support integration and alignment efforts and guide process towards completion of shared goals, including developing data sharing agreements and other related documents and processes.
- Support ongoing improvements to the Registry database to ensure project success.
- Assist with writing reports and disseminating project information as required and/or necessary to Registry funders and community partners.
- Represent CCALA and the ECE Workforce Registry at meetings as needed for the purposes of promoting the Registry and generating community support and participation.
- Travel throughout California as necessary to integrate Registry use at the county level.
- Perform other duties as assigned.

Salary Range

Competitive salary, commensurate with prior experience, education and abilities. The activities referenced in this job announcement are contingent upon grant funding.

For immediate consideration send cover letter and resume to:

Fiona Stewart, Program Director

fiona.stewart@ccala.net

Email submissions only. No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position. The programs referenced in this job announcement are contingent upon grant funding.



The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

For more information please visit our website at: <http://www.ccala.net/>