

Early Childhood Education Manager

Work Hours: Monday through Friday

Location: McKenzie Central Office, located in McKenzie, TN

Position Type: 12-Month/80 hr. – Biweekly/Full-time Position

Pay Rate: \$30.01 hourly Based on Education

Essential Job Duties: Serves as the primary manager for all curriculum and classroom related decisions and ensures all children in our program receive a safe, healthy, and appropriately challenging classroom environment in which to grow and learn. Mentor and Train, Coaches and Mentor Teachers in Early Childhood Education. Preserve the confidentiality and integrity of all program information.

Qualifications: The successful applicant should have a Bachelor's Degree from an accredited university in Early Childhood Education or related field. Expertise in management of early childhood education programs. Experience with adult learners and ability to train adult learners based on their learning style. Minimum of 5 years experience in management and supervision. Should also possess good written, verbal, and computer skills. Valid Tennessee driver's license and vehicle with liability insurance.

*A detailed job description will be provided during the interview process.

Deadline To Apply: Monday, December 08, 2025

****How to Apply:**

- Online at our website www.nwcommunityaction.org – Careers Tab – Online Application
- Email completed application to Applications12579@nwtncap.org
- Mail to: Northwest Tennessee Economic Development Council, Head Start/Early Head Start Program
231 South Wilson Street, Dresden, TN 38225. Attn: Human Resource Department, Suite 212

Applications can be downloaded from the website, picked up at your local Head Start/Early Head Start Center, or you can call 731-364-4825 to have an application emailed to you for your convenience.

ALL REQUESTED DOCUMENTATION MUST BE SUBMITTED TO BE CONSIDERED FOR ANY POSITION.

FAXED APPLICATIONS WILL NOT BE ACCEPTED!!!

- Our program accepts employment applications on an on-going basis

“We Make a Difference”.