



Director of Quality, Preschool Promise

JOB DESCRIPTION

Title: Director of Quality, Preschool Promise

Location: Dayton, Ohio

Reports to: Executive Director, Preschool Promise

Job Objectives: Lead the Quality improvement efforts for the Preschool Promise initiative in Montgomery County, Ohio to ensure all children are fully ready for kindergarten by: 1) developing systems and supports to help Preschools improve; 2) cultivating a continuous improvement mindset in all programs; and 3) determining the most critical levers of quality that go above and beyond Ohio's Star Rating system.

Preschool Promise is highly committed to equitable outcomes for all children and has embedded equity in the definition of high quality Preschool. This position will help lead quality improvement efforts to address barriers to achieving racial equity and will work to ensure all teachers and children and parents have the support they need to reach their potential.

FLSA Status: Exempt

Minimum Qualifications:

- Bachelor's degree in Early Childhood Education or related field
- Previous experience teaching or administrating preschool programs
- An understanding of kindergarten readiness and developmental milestones from birth to kindergarten
- Knowledge of best practices in preschool classrooms including knowledge in social/emotional foundations, curriculum, fostering inquiry, etc.
- Ability to implement and manage multiple projects at one time
- Ability to work with complex systems and operationalize improvements
- Ability to lead and work with teams
- Strong communication skills
- Strong relationship-building skills
- Demonstrated organizational and supervisory skills
- Experience in Microsoft Office programs (e.g., Excel, PowerPoint)

Preferred Requirements:

- 3-5 years' experience in Childcare programs licensed by Ohio Department of Job and Family Services
- Experience with coaching and implementing coaching structures in early childhood environments
- Experience working with the Ohio Professional Development Registry and in certifying training through the Ohio Approved process for early childhood
- Experience in public school Preschool settings or school districts
- Understanding of Step Up To Quality, Ohio's Star Rating system
- Experience with continuous improvement
- Knowledge of the City of Dayton early childhood and child care community
- Advanced coursework

Responsibilities and Essential Functions: The following skills and duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

The Preschool Promise team and the Director of Quality will work together to implement the Preschool Promise program. The Director of Quality will:

Develop a Structure for Implementing Quality Improvement

- Build a structure for implementing quality improvement supports in participating Preschool Promise programs so that all programs are working to ensure children are ready for kindergarten.
- Stay informed of the latest research and findings in the early childhood field to inform quality improvement strategies within Preschool Promise.
- Research other communities and their preschool programs to learn from best practices.
- Identify ways to nurture a continuous improvement culture for the preschool providers in Preschool Promise.
- Determine training needs for providers and coordinate the appropriate trainings for Preschool Promise providers.
- Plan and facilitate cross-representative workgroups including, but not limited to, workforce development, equity, social/emotional, quality, and family engagement, to inform policies, and procedures for quality improvement work within Preschool Promise.
- Develop plans to address racial equity, implicit bias, and cultural competency in Preschool settings.
- Create clear goals for family engagement and develop supports to help programs engage with families to improve readiness skills in children.
- Create systems to help Preschool programs implement comprehensive curriculum to fidelity.
- Develops supports for Preschool providers to implement social-emotional frameworks – specifically Conscious Discipline.

Manage the Coaches and Contractors

- Plan and facilitate the Preschool Promise coaching collaborative to ensure all those involved in quality work with Preschool Promise are coaching to fidelity using the Preschool Promise definition of quality.
- Provide opportunities for coaches and mentors to improve their coaching practice through various methods including professional development, the Coaching Collaborative, and others as identified by this position.
- Build strong relationships with partners such as 4C for Children, Montgomery County, University of Dayton key staff, Head Start, school districts, etc. to ensure effective implementation of the Preschool Promise quality structures.

Manage the Implementation of the Quality Structure

- Build strong relationships with key staff of the preschool programs in Preschool Promise.
- Create a professional environment that recognizes and values the early childhood professionals who are part of Preschool Promise.
- Manage relationships with contractors working on Preschool Promise quality work and ensure effective implementation of work.
- Ensure Continuous Improvement Plans are completed by the deadline set and that all elements of Continuous Improvement Plans are met and up to the standards set by Preschool Promise.
- Manage Request for Funds by programs (Quality Stipends) and release quality assistance funds based on milestones met on the Continuous Improvement Plan.
- Work with other members of the Preschool Promise team to design and execute provider information sessions, provider orientation sessions, monthly provider meetings and other meetings as designated with providers and key staff in Preschool Promise.
- Use resources and relationships to stay up to date with the most current ODJFS and ODE licensing and other system changes, requirements and adjustments and inform Preschool Promise providers of these changes.
- Collect and analyze data, write reports, and share status updates as required.
- Identify areas of opportunity and challenges and problem solve to ensure effective implementation of the quality structures.
- Work with all levels of leaders and individuals in the community including: business leaders, elected officials, childcare and preschool directors, non-profit community leaders, parents, etc.
- Work with other members of the Preschool Promise/Learn to Earn team.
- Support the Preschool Promise staff as required with special administrative and project needs.

Funding: Position is funded through Preschool Promise, Inc., which receives core funding from the City of Dayton and Montgomery County.

Abilities Required: The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Maintains a professional demeanor and exemplifies responsible leadership
- Demonstrates leadership skills and advances the change process
- Displays enthusiasm and articulates a vision for the Preschool Promise
- Skillfully manages individual, group, and organizational interactions
- Expresses ideas effectively using verbal, nonverbal and writing skills

- Makes critical judgements and performs complex tasks independently
- Organizes and manages time effectively
- Intervenes to avert problem situations and resolve conflicts
- Travels to meetings and work assignments
- Maintains an acceptable attendance record and is punctual
- Strong interpersonal skills and customer-service orientation
- Meets all mandated health requirements (e.g., negative tuberculosis test, etc.)

Working Conditions: Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases
- Interaction with disruptive, unruly, and/or menacing individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under time constraints to meet deadlines
- Duties may require working during the evening and/or weekend

Non-Discrimination Policy: Preschool Promise shall not discriminate because of race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, military status, place of birth, age, marital status, or disability in any of its activities or operations. These activities or operations include actions against any employee, applicant for employment, subcontractor or vendor; or applicant for preschool services, family, or child in its preschool programs or activities. We are committed to providing an inclusive and welcoming environment for all families, children, and staff who are part of Preschool Promise.

If interested in applying, please send a cover letter and resume to:

[Robyn Lightcap](#), Executive Director, Preschool Promise

Office: 937-236-9965, ext. 2136

Timeline: We hope to make a hiring decision by April 30, 2017. Please send a cover letter and resume as soon as possible.