



Oklahoma Association of Community Action Agencies

Head Start Collaboration Director Opening

Interested in State-Level Head Start Leadership?

If your experience is in early childhood education leadership and you are ready to work with state partners, Head Start and other early childhood programs, you may be the person we need to keep Oklahoma moving forward in early childhood collaboration. Ideally, the person for this position has a love for young children and their families living in poverty, knows the impact of positive early experiences, and has worked collaboratively within the early childhood care and education field to improve life outcomes for young children, especially those scoring high in Adverse Childhood Experiences (ACE).

The Head Start Collaboration Office is located within the Oklahoma Association of Community Action Agencies, a membership organization for the 18 Community Action Agencies in Oklahoma. The Head Start Collaboration Office serves as a link to both the Oklahoma Head Start Association and the Oklahoma Association of Community Action Agencies, and also to Community Action Agency and other Head Start grantees in the state. The Head Start Collaboration Office is uniquely positioned to work with state agency leadership and state leaders of early childhood organizations and institutions to foster collaboration among the state's child-serving agencies in order to impact state policies that lead to positive outcomes for children and families served by local service providers.

The Head Start Collaboration Director is responsible for managing the day-to-day operations of the Head Start State Collaboration Office, and is accountable for successful planning, developing, and maintaining partnerships; participating in meetings, task forces, coalitions, boards, commissions, and conferences at state, regional, and national levels to advocate for Head Start and Community Action. The Head Start Collaboration Director reports to the Executive Director of the Oklahoma Association of Community Action Agencies and recommends policy actions affecting Head Start families and other vulnerable families. The Director keeps the Executive Director and Head Start network informed of Head Start Collaboration Office activities.

This is a full-time position, based in Edmond, OK, with benefits including vacation/sick time, health insurance, and retirement plan. A Master's degree in education or a related field and three years of supervisory experience required. The salary commensurate with experience and qualifications. Minimum starting salary is \$50,000.

TO APPLY

Please submit a cover letter and resume to info@okacaa.org before November 30, 2020.

Include "**HS Collaboration Director Position**" in the subject line of the email.

Information about the Ok. Association of Community Action Agencies can be found at okacaa.org.



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Essential Functions:

Management

- Manages the day-to-day operations of the Head Start State Collaboration Office, which may include overseeing other federal and state grants and ensuring that state and federal regulations are followed.
- Serves as main contact for information on Head Start and early Childcare programs.
- Prepares and gathers data for program budgets and reporting.
- Independently writes papers/publications and develops informational presentations to early childhood programs and partners.
- Connects other resources and organizations (both public and private) for the provision of in-kind services to Head Start agencies.
- Facilitates collaboration and coordination of Head Start agency services with other entities providing early childhood education and development.
- Assists Head Start agencies to better access professional development opportunities, including distance learning opportunities for Head Start staff, where needed to make higher education more accessible.
- Supervises intern and support staff, as assigned.

Planning

- Conducts annual assessment of the needs of the Head Start agencies in Oklahoma.
- Researches and prepares program's strategic plan of work based on the annual assessment.
- Assists Head Start agencies to develop a plan for the provision of full working-day, full calendar year services for children enrolled in Head Start programs who need such services.
- Works with the Head Start agencies to align curricula and assessments used in Head Start programs with the Head Start Child Outcomes Framework and, as appropriate, State early learning standards.
- Consults with the chief State school officer, local educational agencies, and providers of early childhood education and development, at both the State and local levels.

Partnerships

- Serves on the State Advisory Council in order to assist the efforts of Head Start agencies to engage in effective coordination and collaboration.
- Furthers partnerships between Head Start agencies, State and local governments, and the private sector to help ensure that children from low-income families, who are in Head Start programs or are preschool age, are receiving comprehensive services to prepare the children for elementary school.
- Fosters partnerships between Head Start agencies, schools, law enforcement, relevant community-based organizations, and substance abuse and mental health treatment agencies to strengthen family and community environments and to reduce the impact on child development of abuse and other high-risk behaviors that compromise healthy development.
- Organizes partnerships between Head Start agencies and other organizations to enhance Head Start program quality, including promoting inclusion of more books in Head Start classrooms.

Policy

- Monitors legislation, including identifying and elevating substantive policy and political opportunities or risks to Head Start and early education and care priorities.
- Recommends policy actions affecting families in Head Start and the early education and care system to the Executive Director.
- Assembles, interprets, and disseminates information to the Association's network.



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- Addresses and participates in meetings, task forces, coalitions, and conferences with state, federal and local officials, civic and professional groups, committees, and councils to advocate Association's position.

Knowledge, Skills and Abilities:

- ❑ Knowledge and skills to interpret and apply federal, state, and local regulations and current organizational, managerial, and administrative concepts and principles.
- ❑ Knowledge and skill in using basic research principles, Microsoft Office programs, and Internet.
- ❑ Ability and willingness to perform required travel in and out of state. Must possess valid Oklahoma driver's license, required insurance, own vehicle, and maintain good driving record.
- ❑ Ability to effectively communicate and provide presentations to small and large groups, verbally and in writing. And to maintain effective working relationships with people of varied social, cultural, and educational backgrounds.
- ❑ Ability to develop, analyze and design effective plans to achieve planning objectives.
- ❑ Skillful in problem solving, conflict resolution, mediation, and negotiation.

Qualifications: Master's degree in education or a related field and three years of supervisory experience.

Working Conditions: Work is generally performed in a fast-paced office environment with frequent interruptions. Flex place arrangements may be negotiated. Majority of work centers on technically complex systems and procedures, including database management using computer systems, grants management and related paperwork and organizational skills. May lift and carry general office supplies and furniture, typically weighing less than 75 pounds. Extensive travel is required.