STATE OF COLORADO

JOE GARCIA LIEUTENANT GOVERNOR

130 State Capitol Denver, Colorado 80203-1792

Phone: (303) 866-2087



Job Description

<u>Director</u> Head Start State Collaboration and Systems Coordination

This individual is responsible for representing the Head Start perspective in work to coordinate and align early childhood state systems as reflected in the *Early Childhood Colorado Framework* in order to advance comprehensive early childhood policies and systems that are dedicated to improving outcomes for children. The director will work as part of an integrated early childhood team and will manage multiple projects to advance quality and access. The director will work closely with the Colorado Head Start Association, Head Start programs, and relevant state agencies and private partners, including the Early Childhood State Partners and the Early Childhood Summit, to fulfill the goals and objectives of Colorado's Head Start State Collaboration grant. Additionally, the director will serve on Colorado's Early Childhood Leadership Commission.

Duties and Responsibilities:

- Actively contribute to the early childhood policy team within the Lt. Governor's office, including work on significant state policy and systems initiatives and support of the establishment of the new Office of Early Childhood.
- Provide significant leadership for submission of Colorado's Race to the Top- Early Learning Challenge Fund Round 2 application and other grant opportunities as they arise.
- Provide leadership and management on key state early childhood initiatives that align
 with the Head Start Collaboration priorities (i.e. early learning professional development,
 comprehensive early learning guidelines) and the priorities of the Lt. Governor's early
 childhood policy team.
- Promote policy development and best practices that strengthen alignment and collaboration between Head Start and other early childhood policy and systems efforts.
- Serve on the Early Childhood Leadership Commission.
- Work with the Administration for Children and Families (ACF) Region VIII office, National Office of Head Start (OHS) and OHS Senior Advisor for State Collaboration.
- Respond to national initiatives as directed by the National Office of Head Start.
- Serve as a liaison to the Colorado Head Start Association.
- Serve as a liaison between the Head Start state-based Technical Assistance Project and various committees, task forces, and working groups to carry out the goals of the project.
- Assure proper representation of Head Start from the Association in areas of policy-making related to families and children.

- Track Federal and State legislation that impacts issues for Head Start, early childhood education and other related issues.
- Prepare briefings, reports, grants and policy papers as required.
- Manage requirements of Head Start Collaboration Grant and other complementary early childhood team initiatives including needs assessments, strategic plans, reports, and budgets.
- Serve as a spokesperson for the Head Start State Collaboration Office.
- Actively participate in required local, regional and national meetings (estimated 5% travel).
- Other duties as assigned.

Position Qualifications:

- Minimum of a Baccalaureate degree (Masters preferred) in education, early education, family studies, public policy, or a related field.
- Six years combined experience in early childhood policymaking, project management, and/or community-based service delivery.
- Demonstrated knowledge of the Head Start philosophy and a minimum of one year experience working in or with a Head Start program.
- Knowledge of Colorado's early childhood system and issues affecting families and children.
- Ability to work efficiently and effectively in a fast-paced team environment.
- Ability to cultivate and sustain relationships with diverse stakeholders and respect diverse opinions.
- Comfort directing administrative and support staff.
- Superior verbal, written, and interpersonal skills, including facilitation skills.
- Comfort working in a political environment.
- Ability to conceptualize and coordinate project logistics including meetings, travel, conferences, etc.

Salary: \$68,000 – \$73,000 annually plus benefits

Deadline for application: Wednesday July 11, 2012

Send resume, cover letter and three references to: early.childhoodteam@capitol.state.co.us

Office of Lt. Governor Joseph Garcia 130 State Capitol Denver, Colorado 80203