

Kansas Head Start Association
Executive Director Position
Essential Elements Analysis

Advocacy (*approximately 20%*)

- Federal Advocacy
 - National Head Start Association
 - NHSA Strategic Working Group member (one of 8 state associations to be represented): Involved in strategic planning and strategy development as needed (3 meetings in Chicago or D.C. over past few years)
 - NHSA Leadership Institute/visits to Capitol Hill (January and September)—Washington D.C.
 - NHSA Executive Directors Consortium meeting (summer)—usually in Washington D.C. in concert with other early childhood meetings
 - Regular conference calls and communications on advocacy issues
 - Region VII Head Start Association
 - Serve on Advocacy Committee
- State Advocacy
 - Co-chair Kansas Coalition for School Readiness
 - Monthly (during session) or bimonthly meetings of Coalition Executive Committee (KAC, Child Care Aware, KHSA) and Early Learning Advocacy Council
 - Frequent communications and strategizing during session
 - Periodic visits to Capitol for testimony, meetings with key legislators
 - Early Learning Day in early February (planning and co-hosting)
 - Other special events, such as Kansas Promise bus tour in 2010
 - Birth to Five Policy Alliance
 - KHSA receives funding, along with KAC and Child Care Aware, to support state advocacy work
 - Semi-annual meetings of Peer Advocate Roundtable (PAR)—12 states receiving funding from Policy Annual; this will change in 2010 to one national meeting and more frequent issue group meetings. National meetings held in different locations across the country.
 - Lead on Home Visiting component of grant with Birth to Five; also participate in Parent Advocacy Council component.
 - Presented on Home Visiting at Summer 2010 PAR.

- Monthly conference calls with Ounce of Prevention (Chicago), which provides TA to Kansas team, and periodic site visits by Ounce.
- Other Advocacy Activities
 - Presentations to local and state groups; e.g. in 2010
 - Introduced the Governor at The Opportunity Project as part of a press conference to showcase impact of quality early learning experiences
 - Overland Park Rotary Club
 - U.S. Toy

Professional Development (*approximately 5%*)

- Oversee all professional development activities
 - Participate in annual Professional Development Committee planning meeting
 - Provide direction and support to planning and implementation of PD events
- Oversee annual Home Visiting Training contract with SRS, which includes leadership of statewide Home Visitation Task Force and membership on team guiding application for federal home visiting funding
- Coordinate with state TA specialist
- Attend and provide support/leadership to key events
 - Parent Leadership Conference (October)
 - KHSA conference (November)
 - R7HSA conference (May)
 - Attend events with new presenters or topics whenever possible

Project/Grants Management and Resource Development (*approximately 30%*)

- Current Projects
 - Early Childhood Block Grants
 - Kansas Early Learning Collaborative (KELC) -- \$1.44 million
 - Demonstration Learning Communities -- \$900,000
 - Kansas Cavity-Free Kids
 - 3rd year of 5-year \$300,000 grant with Delta Dental of KS Foundation
 - 1st of 3 possible years of funding through KDHE Bureau of Oral Health (\$83,000/year)
 - Health Literacy
 - 6th year of funding for parent health literacy training in HS/EHS programs, safety net clinics, public health settings and congregations.
 - Kansas Early Head Start Continuous Improvement Process

- 18-month contract with SRS through ARRA funds (\$98,000)
- Responsibilities/Activities
 - Develop and submit grant applications in collaboration with partners
 - Ensure timely, accurate program and fiscal reporting to funders on a quarterly basis
 - Oversee financial management of grants including monthly payments to 15 KEHS programs and 8 DLC partners
 - Maintain regular and proactive communications with funders
 - Lead grant team meetings on a monthly to quarterly basis
 - Facilitate quarterly DLC meetings
 - Serve on Leadership Council of KELC—monthly meetings
 - Facilitate Health Literacy Advisory Council meetings quarterly
 - Co-lead Early Childhood Oral Health Advisory Council meetings quarterly
 - Supervise seven grant contractors
 - Jointly develop work plans and monitor on regular basis
 - Provide consultation and guidance on grant issues
 - Plan new program initiatives and future direction for grant projects
 - Participate in special projects as needed (e.g., development of dental clinic in Manhattan, creation of video for DLC)
 - Present at state and national conferences (e.g., DLC—NHSA, National Division for Early Childhood, R7HSA, KS Association of School Boards; Health Literacy—Parish Nurse Conference, Kansas Public Health Association; KELC—Governor’s conference)
 - Develop and implement a resource development plan for current and potential initiatives
 - Monitor funding opportunities on an ongoing basis
 - Maintain regular communications with funders
 - Meet with funders periodically to discuss project results and additional needs
 - Collaborate with partners to respond to new opportunities (e.g., home visiting)

Operations (*approximately 25%*)

- Board of Directors
 - Plan Board agendas in concert with President

- Staff Board meetings
- Communicate regularly with Board members
- Assist in recruitment of prospective Board members
- Provide orientation to new Board members
- Plan and conduct annual Board retreat
- Support Board with special projects (e.g., succession planning)
- Ensure development of 3-year strategic plan with annual revisions.
- Coordinate committee work plans, conference calls and meetings.
- Report progress on the strategic plan to the Board.
- Recommend additions/revisions to Bylaws and Board policies on an ongoing basis.
- Member Services
 - Work with Member Services Coordinator to plan APM meetings three times a year.
 - Plan and conduct directors retreat(s), once or twice a year.
 - Facilitate directors' conference calls monthly except during APM months.
 - Communicate regularly with program directors.
 - Ensure effective communications through KHSA web site.
- Financial Management
 - Develop a budget in concert with Finance Committee and present to Board for approval (August).
 - Process incoming checks and invoices in concert with Financial Services Coordinator and Fiscal Assistant.
 - Ensure accurate, up-to-date maintenance of QuickBooks accounting system.
 - Work with Financial Services Coordinator and CPA to prepare financial reports for Board meetings and year-end reports for auditor.
 - Manage annual audit process.
 - Meet with Board Treasurer monthly to get checks of \$2000 and more signed.
- Human Resources/Office Management
 - Supervise one salaried employee plus eight contractors.
 - Ensure efficient management of office, including negotiations with lessor and facilities issues as they arise.

Partner Relationships (*approximately 20%*)

- Represent Head Start/Early Head Start on a variety of statewide groups:
 - Early Childhood Advisory Council (formerly Early Learning Coordinating Council) – meets bimonthly

- Kansas Early Childhood Comprehensive Systems Plan Stakeholder Group/Child Care Advisory Council – meets quarterly
- Region VII Association Board of Directors – meets bimonthly
- Governor’s Child Health Advisory Council – meets bimonthly
- Kansas Early Head Start Administrators – meets quarterly
- Kansas Preschool Program Policy Group – meets about 3 times a year
- Kansas Parent Information Resource Center Advisory Group (required meetings because we are a funded partner) – meets quarterly
- Participate in special projects as representative of HS/EHS:
 - Facilitated Regional Office Listening Session
 - Facilitated development of state oral health plan
 - Kansas Health Foundation Leadership Fellow
 - Kansas Health Institute Children’s Health Project
 - Co-produced Fall 2010 issue of Kansas Child magazine with Child Care Aware
 - Kansas Association of Community Action Programs annual conference
 - Results-Based Accountability Project with KU for Children’s Cabinet