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
  o 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
  o Participate in annual Professional Development Committee planning meeting
  o 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
  o Parent Leadership Conference (October)
  o KHSA conference (November)
  o R7HSA conference (May)
  o Attend events with new presenters or topics whenever possible

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

• Current Projects
  o Early Childhood Block Grants
    ▪ Kansas Early Learning Collaborative (KELC) -- $1.44 million
    ▪ Demonstration Learning Communities -- $900,000
  o 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)
  o Health Literacy
    ▪ 6th year of funding for parent health literacy training in HS/EHS programs, safety net clinics, public health settings and congregations.
  o Kansas Early Head Start Continuous Improvement Process
• 18-month contract with SRS through ARRA funds ($98,000)

• Responsibilities/Activities
  o Develop and submit grant applications in collaboration with partners
  o Ensure timely, accurate program and fiscal reporting to funders on a quarterly basis
  o Oversee financial management of grants including monthly payments to 15 KEHS programs and 8 DLC partners
  o Maintain regular and proactive communications with funders
  o 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
  o 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)
  o 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)
  o 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
  o 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