



Preschool Promise, Inc.
JOB DESCRIPTION

TITLE: Director of Quality

EFFECTIVE DATE: May 2021

FLSA CLASSIFICATION: Exempt

LOCATION: Dayton, Ohio

REPORTS TO: Executive Director

GRADE LEVEL:

POSITION TYPE: Full-time

PRESCHOOL PROMISE VISION

All Montgomery County, Ohio children are ready for kindergarten.

PRESCHOOL PROMISE MISSION

Preschool Promise ensures that children are ready for Kindergarten by equipping Preschools and families with exceptional support, coaching, and education.

PRESCHOOL PROMISE COMMITMENT TO EQUITY

Preschool Promise is committed to addressing racial and social inequities in all we do; this position will help lead and support efforts to implement policies and programs to ensure equity.


SUMMARY/OBJECTIVE OF THIS POSITION

This position leads the ongoing design, development, and implementation of strong and effective processes to improve the quality of Preschool and ensure racial equity. This includes overseeing training, coaching and quality funds/grants with the goal of improving Kindergarten Readiness Assessment (KRA) scores, decreasing racial achievement gaps, increasing CLASS scores, and increasing and maintaining Star Ratings. This position will develop plans to address racial inequities, implicit bias, and cultural competency in Preschool settings.

ESSENTIAL FUNCTIONS


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

- 1) **Design, develop, and implement a strong quality improvement program to assist Preschool Promise programs in ensuring all children are ready for kindergarten.**
 - a) Build strong relationships with Preschool Promise providers to understand their needs.
 - b) Consistently review research and our own local data to refine the definition of high-quality Preschool and to ensure focus on the most important aspects of quality that are linked with child outcomes.

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- c) Ensure a comprehensive approach to quality that aligns with the state’s definition of kindergarten readiness (including social-emotional, mental health/behavioral support, executive function, literacy and language development and early math skills).
 - d) Develop, implement and manage the quality infrastructure programs, including but not limited to, quality stipend funds, teacher stipend programs, quality expansion funds, training and coaching, teacher retention programs, and continuing education scholarships.
 - e) Analyze data about participation levels and effectiveness of quality support structures and modify and improve efforts to achieve better results.
 - f) Identify areas of opportunity and problem solve to ensure effective implementation of the quality structures.
 - g) Research, identify, and implement ways to support African-American preschoolers and their families to ensure racial equity in kindergarten readiness.
 - h) Communicate with teachers, providers, and other key stakeholders about the impact of the overall Preschool Promise Quality supports.
- 2) **Develop, analyze, and implement excellent coaching and training for Preschool Promise providers.**
- a) Manage contractors who are focused on professional development, coaching, and quality improvement.
 - b) Analyze data to improve and evaluate effectiveness of training and coaching.
 - c) Ensure effectiveness of coaches through continuous feedback, ongoing management and professional development.
 - d) Stay current on latest best practices to improve quality, as well as state department requirements.
 - e) Create Parent Engagement opportunities and parent training on topics such as Conscious Discipline and Developmentally Appropriate Practice.
- 3) **Manage the Preschool Promise Quality staff team and budgets.**
- a) Support and implement priorities established in the strategic plan and accomplish annual goals.
 - b) Lead and manage Preschool Promise Quality staff team members to develop their skills, execute projects effectively, and accomplish their annual goals.
 - c) Create and manage the Quality budget to ensure fiscal responsibility with tax-payer dollars.
 - d) Work with other Preschool Promise Directors and staff team members to build a friendly, supportive, healthy, high-functioning team.

COMPETENCIES REQUIRED

- 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
- Experience in Microsoft Office programs (e.g., Excel, PowerPoint)

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- Ability to work with people from different ethnicities/racial identities and socio-economic statuses
 - Ability to implement and manage multiple projects at one time
 - Ability to work with complex systems and operationalize improvements
 - Ability to manage individual, group, and organizational interactions
 - Ability to express ideas effectively using verbal, nonverbal and writing skills
 - Ability to make critical judgements and perform complex tasks independently
 - Strong time management skills
 - Strong conflict management skills to avert problem situations and resolve conflicts
 - Strong interpersonal skills and customer-service orientation

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Early Childhood Education or related field
- Previous experience teaching or working in administration in preschool programs
- Demonstrated management and supervisory abilities

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- 3-5 years' experience in child care programs licensed by the Ohio Department of Job and Family Services
- Masters level or advanced education
- Experience with coaching in early childhood environments
- Experience working with the Ohio Professional Development Registry and in certifying training through the Ohio Approved process
- 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/Montgomery County early childhood community

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

PHYSICAL DEMANDS OF THE POSITION

- Ability to travel to meetings and work assignments
- Ability to maintain an acceptable attendance record and be punctual
- Ability to meet all mandated health requirements (e.g., negative tuberculosis test, etc.)



TYPICAL WORK HOURS

- Standard Monday-Friday work days
- Flexible work schedule to account for weekend and evening work commitments

TRAVEL REQUIRED

- Travel within Ohio and out-of-state may be required for select training events, conferences, and professional development

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.

FUNDING OF THIS POSITION

This position is on the payroll of the Montgomery County Educational Service Center (ESC) and requires an annual contract between the employee and the Montgomery County ESC. Preschool Promise, Inc. funds this position through a legal agreement with the Montgomery County ESC to lease employees to accomplish the Preschool Promise vision and mission. Preschool Promise, Inc. receives core funding from the City of Dayton and Montgomery County through tax revenues.

TO APPLY

Please email a cover letter and resume to Robyn.Lightcap@preschoolpromise.org.