



**To apply, please send a cover letter and resume to Robyn.Lightcap@preschoolpromise.org.

Preschool Promise, Inc.
JOB DESCRIPTION

TITLE: Director of Parent & Family Partnerships **EFFECTIVE DATE:** January 1, 2022
FLSA CLASSIFICATION: Exempt **LOCATION:** Dayton, Ohio
REPORTS TO: Executive Director **GRADE LEVEL:** 6
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 lead and support efforts to implement policies and programs to ensure equity as we work with families.


SUMMARY/OBJECTIVE OF THIS POSITION

This position will lead the design and implementation of strategies, projects and programs to address gaps in the systems that serve families with children prenatal to age five in Montgomery County as they prepare for a strong start to Kindergarten. This position will focus on ways to partner with parents and caregivers who are raising young children by connecting them to resources and creating new programs as needed.

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) **Develop and implement strategies to engage more families in high-quality, evidenced based services to help children prepare for kindergarten.**
 - a) Work with leaders of early childhood programs and services in Montgomery County to identify gaps in the system, including system inequities that prevent young children from being ready for kindergarten.

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- b) Develop solutions to address the gaps in the system, including gaps that further racial and socio-economic inequities, so that more families and young children birth to age five can participate in evidenced based programming.
 - c) Secure funding to implement new programs through developing relationships with funders, writing and managing grants.
 - d) Manage the implementation of new programs that engage and partner with families, such as Parents as Teachers home visiting program, Play On Purpose, etc.
 - e) Manage the effectiveness of Preschool Promise programs that connect directly with parents such as the Play Boxes, Recipes for Play, Monthly Postcards, birthday cards, etc.
 - f) Identify ways to improve early childhood mental health services by promoting services to families and identifying gaps that need to be addressed.
 - g) Develop supports for parents who have children with special needs/on IEPs.
- 2) **Develop meaningful ways to engage parents in co-designing solutions and programming.**
- a) Oversee the staff and contractors who facilitate the Parent Committees such as Parent & Family Voices, Parent Ambassadors, etc.
 - b) Ensure Preschool Promise is working alongside parents and caregivers and engaging parents in co-designing solutions, programs, and services.
- 3) **Build strong relationships with experts in the prenatal to age 5 sector.**
- a) Convene partners to build a stronger early childhood system in Montgomery County, including stakeholder groups such as the Birth to 3 Collaborative (Home Visiting providers), Early Learning Collaborative, etc.
 - b) Research best practices in other communities and sectors to inform efforts in early childhood education.
 - c) Build strong relationships with Preschool Promise partners and community members, including leaders of home visitor programs, early childhood mental health providers, special education resources, early intervention, etc.
 - d) Network and build relationships around the state and country to develop best practices in building a stronger early childhood system, with a focus on engaging families of young children.
- 4) **Manage funder relationships, grant reports and grant writing.**
- a) Identify, review and evaluate new funding opportunities to sustain the work focused on infant and toddlers.
 - b) Write grant requests and reports.
 - c) Participate in national early childhood education groups to learn best practices from others.
- 5) **Manage the Parent & Family Partnerships staff team and budget.**
- a) Support and implement priorities established in the strategic plan and accomplish annual goals.
 - b) Lead and manage Preschool Promise Parent & Family Partnerships staff team members to develop their skills, execute projects effectively, and accomplish their annual goals.
 - c) Create and manage the department budget to ensure fiscal responsibility with tax-payer dollars; secure ongoing funding to sustain the work.
 - d) Work with other Preschool Promise Directors and staff team members to build a friendly, supportive, healthy, high-functioning team.



COMPETENCIES REQUIRED

- At least ten years of work experience leading projects and initiatives
- Experience in Microsoft Office programs (e.g., Excel, PowerPoint) and Google Docs, Email/Calendar
- Strong leadership and communication skills
- 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
- Strong analytical skills

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree

PREFERRED QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Understanding of early childhood education systems and programs
- Knowledge of the City of Dayton/Montgomery County early childhood community
- Ability to facilitate diverse groups of leaders to accomplish common objectives
- Strong systems thinker

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 work days, hours are flexible
- 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. receives core funding from the City of Dayton and Montgomery County through tax revenues.