

## JOB DESCRIPTION

<b>POSITION:</b>	Director of Early Childhood and Applied Practice (ECAP)
<b>GROUP:</b>	Early Childhood and Applied Practice
<b>SUPERVISOR:</b>	Executive Vice President: Dr. Ben Edmondson
<b>JOB STATUS:</b>	Salaried (Exempt) with Full Benefits
<b>HOURS:</b>	Full-time; 100% FTE; 40 hours/week

### SUMMARY DESCRIPTION:

The Director of ECAP provides vision, direction, and leadership within a team approach to advance HighScope’s efforts in the field of early childhood education. Under broad supervision of the Vice President, the ECAP Director is responsible for the direction and administration of the Early Childhood and Professional Learning activities. The Director provides intellectual leadership in the development of the early childhood curriculum (infant-toddler, preschool and early elementary); writes about early childhood curriculum topics; makes presentations at conferences and other venues; supervises department staff in their development of curriculum and training materials, and implementation of project assignments including training contracts and grants.

### ESSENTIAL FUNCTIONS/DUTIES:

1. Coordinate and supervise the development of curriculum and training materials in accordance with the HighScope Curriculum and in light of current research on child development, best teaching practices, and adult learning (teacher-education).
2. Establish fluid work teams for projects and design/re-design existing structures and systems.
3. Write and publish materials, within and outside the Foundation, that represent and disseminate the early childhood curriculum to diverse audiences (including researchers, practitioners, administrators, policymakers, and public and private funders).
4. Make conference and other presentations, within and outside the Foundation, that represent and disseminate the early childhood curriculum to diverse audiences.
5. Identify funding sources, write and submit proposals, and fulfill the terms of funded projects.
6. Coordinate with Research, Marketing and Publications, respectively, regarding departmental responsibilities in training, assessment/evaluation, and product development in accordance with the Executive Team’s developed action steps based on the broad strategic plan.
7. Support and provide resources for HighScope Demonstration Preschool as needed, and develop partnerships with early childhood agencies in the community.
8. Manage technology to streamline work and develop uniform processes.
9. Supervise professional and support staff to insure effective functioning of the department.
10. Prepare reports and other materials as requested by Administration (e.g., for Board reports, financial statements, and so on).

### JOB QUALIFICATIONS:

#### Education/Experience:

- Advanced degree in early childhood education, developmental psychology, educational psychology, child and family development, family support, curriculum development, adult learning (teacher-education), or related field required.
- Five or more years experience in relevant research, program development, and/or instruction.
- Writing and publishing, public speaking, and grant writing experience strongly desired.

- Three or more years of administrative experience.

**Knowledge, Skills, Abilities:**

- Background in early childhood education, child and family development, curriculum and staff development or related field.
- Core knowledge and belief in the HighScope Curriculum and training.
- Knowledge of early childhood research and policy at the state and federal level.
- Ability to apply research findings for future HighScope development and to influence policy in the early childhood field.
- Ability to connect to and build relationships with other leaders in the early childhood field.
- Models forward thinking and innovation within the early childhood field.
- Build and expand a cohesive field consultant team.
- Strong commitment to utilize the preschool as a resource for research and curriculum development.
- Familiarity with staff development practices (additional on-the-job training provided as needed)
- Ability to communicate and implement the vision, goals, and direction of HighScope to the early childhood staff.
- Skills in mentoring and supporting early childhood staff's professional development and leadership skills.
- Ability to utilize the strengths, knowledge, skills, and interests of the early childhood team members.
- Ability to collaborate within early childhood and across other departments at HighScope.
- Demonstrated open communication and active listening.
- Demonstrated writing skills
- Demonstrated skills in oral communication and public speaking
- Demonstrated skills in intellectual leadership
- Demonstrated skills in administration, supervision, and management.
- Knowledge and skill in computer applications including internet, networking, email (Outlook) and Microsoft Office (Word, Excel, PowerPoint)
- Ability to work collaboratively as well as independently
- Ability to prioritize and execute multiple assignments

**Other Qualifications/Requirements** (e.g. Licenses/Certifications, Travel, Lifting, etc.):

- Travel: Must be willing and able to travel, including overnight, as required. May need valid driver's license for travel by car and passport for overseas travel if necessary
- Physical actions performed frequently: typing, sitting, reading, conversing/listening, repetitive hand motions. Less frequently: use of telephone, climbing stairs, standing, walking
- Ability to lift and carry approximately 25-35 pounds
- Normal office and/or classroom environment

**DISCLAIMER** - The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Management reserves the right to revise the job description at any time.