



LOUISIANA DEPARTMENT OF EDUCATION

Office of Teaching and Learning
Division of Early Childhood Care and Education
Executive Director of Early Childhood Strategy

Background and Role

The Office of Teaching and Learning ensures that all children from birth through grade 12 receive a high-quality education that supports their growth and development as lifelong learners. Through a shared commitment with school systems and early child care providers, this vision is realized through cohesive initiatives.

This unclassified Director serves as the Executive Director of Early Childhood Strategy, which is a senior level position that is located within the Office of Teaching and Learning and reports to the Deputy Assistant Superintendent of Early Childhood Care and Education. This position is responsible for directing an organizational unit that develops and implements Louisiana's early childhood strategy, which includes but is not limited to program administration, program improvement, outcomes measurement, and communications. This position reports to and works closely with the Deputy Assistant Superintendent of Early Childhood Care and Education and manages the coordination and support of internal staff, external staff, vendors, and advocates of early childhood care and education.

The position will oversee the majority of the projects and programs related to the first major focus area on raising expectations and educational outcomes for children. In addition to the duties and responsibilities below, this position will be responsible for the following projects and program areas:

- Access: Portfolio management, including funding allocations and program management; measuring access and service delivery and coordinated enrollment.
- Accountability: Early Childhood school readiness tax credits and Early Childhood quality rating system (i.e. accountability)
- Improvement support for struggling sites and networks
- Field communication, including advisory councils, commissions, newsletters, releases
- Educator training and support, including technical assistance
- Grant management
- Policy development
- Support academic functions of K-12 aligned to Early Childhood Care and Education

Duties and responsibilities include, but are not limited to the following:

60% PROGRAM MANAGEMENT, IMPLEMENTATION, AND EVALUATION

- Oversees and leads all bodies of work within the Early Childhood Strategy team.
- Serves as a key liaison to educators, administrators, and members of the general public at the site, system, network, and/or state levels in executing early childhood strategies.
- Guides research and recommendations of new early childhood strategies.

Louisiana Believes



LOUISIANA DEPARTMENT OF EDUCATION

- Works collaboratively with Department staff, contractors or subcontractors, and technical staff on policy, research, and design projects.
- Advises other divisions within the LDOE on strategies that intersect with early childhood (e.g., academic planning supports for children with exceptionalities, reporting).
- Develops innovative strategy approaches that will continue to improve unification of the early childhood system and child outcomes.
- Assists with the development of all early childhood policies and procedures for review by the Deputy Assistant Superintendent.
- Supports academic function of K-12 aligned to early childhood education.
- Directs the design and development of early childhood strategy across teams and leads the implementation of solutions.
- Supports the application for and implementation of large-scale grants.
- Supports the implementation of state and federal laws and policies related to early childhood.
- Oversees the design, execution, and communication of Louisiana's legislatively required system of measurement for all publicly-funded early childhood programs.
- Oversees strategy and implementation of the early childhood accountability and coordinated enrollment systems to ensure expanding access to quality early childhood programming, including but not limited to legislatively required programmatic administration (e.g., LA 4, NSECD), coordinated enrollment process, and school readiness tax credits.
- Directs and oversees strategic field communication efforts regarding changes to policy, legislature, etc. related to early newsletters, Department website, etc.
- Supports the state's required Early Childhood Care and Education Advisory Council and Early Childhood Care and Education Commission.

25% MANAGEMENT AND SUPERVISION

- Advises the Deputy Assistant Superintendent of Early Childhood Care and Education on specific issues and makes recommendations related to the work supported by the Division of Early Childhood Care and Education.
- Establishes key annual priorities related to early childhood strategy within the Department's annual operation cycle.
- Directs a team of education professionals that provide educator training and support for early childhood teacher preparation, including technical assistance and field staff that engage with early learning sites to implement LDOE initiatives.
- Directs a team of education professionals that provide improvement support for struggling sites and networks and leads improvement initiatives and engagement strategy.
- Oversees provision of technical assistance to all key stakeholders (e.g., school systems, networks, site leaders, early learning teachers, etc.)
- Evaluates performance and ensures skills of subordinates, counsels subordinate employees, recommends disciplinary action where appropriate, trains employees in performance of job duties, assigns and reviews completed projects of staff, and ensures overall performance of the division.
- Recruits, interviews, and recommends approval for hiring personnel and evaluates performance of personnel.

Louisiana Believes



LOUISIANA DEPARTMENT OF EDUCATION

- Represents the Department and participates in meetings, conferences, and workshops at the local, state, and national level.
- Determines current and long-range goals of the Early Childhood Strategy team.

10% BUDGET AND FISCAL RESPONSIBILITIES

- Makes recommendations to the Deputy Assistant Superintendent of Early Childhood Care and Education regarding mandated and discretionary programs and budgetary matters related to the activities supported by the Division of Early Childhood Care and Education.
- Monitors and approves budgetary matters that fall within Early Childhood Strategy.

5% OTHER

- Completes any other special projects or duties as requested by the Superintendent, Assistant Superintendent of the Office of Teaching and Learning, or the Deputy Assistant Superintendent of Early Childhood Care and Education

Location

This position is located in East Baton Rouge, Louisiana, and candidates are expected to reside within Louisiana and regularly report to the Claiborne Building. Depending on the selected candidate's parish of residence or the parish in which an approved alternative work site is located, a teleworking agreement can be considered with approval by the Deputy Superintendent of Teaching and Learning.

Terms of Employment

The Executive Director of Early Childhood Strategy is an unclassified position that reports directly to the Deputy Superintendent of Teaching and Learning and serves at the pleasure of the Deputy Superintendent. Salary will be commensurate with qualifications and experience.

To Apply

Applications (including a resume and cover letter) should be directed to LDOEjobs@la.gov by **5:00 pm on Friday, August 12, 2022**. For inquiries about the position, email LDOEjobs@la.gov. Please note that emails sent to LDOEjobs@la.gov are submitted to a state email address and, therefore, considered public records.

Louisiana Believes