

Director
Executive Office on Early Learning
Competencies, Responsibilities, Qualifications, Pay, and Benefits

Under the direction of the State of Hawaii Early Learning Board, the Director serves as the principal officer in the state government responsible for the performance, development and control of programs, policies, and activities under the jurisdiction of the office from prenatal care to entrance into kindergarten.

Competencies Desired:

- Understanding of complex systems and how to build and coordinate an early learning system;
- Ability to effectively communicate with early learning constituent groups and provide leadership of collaborative efforts;
- Ability to articulate the value of a quality early learning system and effectively advocate on its behalf;
- Ability to collaborate across the public and private sectors and among the public agencies to move an early learning system agenda forward;
- Ability to represent early learning interests before the legislature and work effectively with federal, state and county officials as well as members of the private community, such as philanthropic, non-profit agencies and businesses;
- Ability to manage office needs, including budget, personnel and facilities components;
- Ability to build capacity to create a statewide early learning system.

Primary Responsibilities:

- Guiding and superintending, as the principal officer in state government, the performance, development, and control of programs, policies, and activities under the jurisdiction of the office from prenatal care to K entry;
- Developing a statewide early learning system from prenatal through kindergarten entry, including public and private sectors, that enhances the quality of programs, expands access to services and develops a highly qualified, stable and diverse workforce;
- Administration and expansion of public pre-K program in partnership/collaboration with HIDEOE Principals;
- Overseeing, supervising, and directing the performance of the director's subordinates in various activities, including planning, evaluation, and coordination of early learning programs;
- Employing and retaining staff as may be necessary for the purposes outlined;
- Contracting services that may be necessary for the purposes outlined;
- Administering funds allocated for the office and applying for, receiving, and disbursing grants and donations from all sources for early learning programs and services;
- Developing and defending an annual budget aligned with priorities of the Early Learning Board and the Executive Office on Early Learning;
- Advising agencies on new legislation, programs, and policy initiatives relating to early learning;
- Working effectively with the Early Learning Board and Implementing its policies;

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- Supporting, executing and reporting about the implementation of the Statewide Early Childhood Plan.

Minimum Qualifications (per statute):

- Have professional training in the field of social work, education or other related fields including major coursework in early childhood education and child development, and preferably holding an academic degree in the field of early childhood education and child development;
- Have direct experience in programs and service related to early learning;
- Have recent experience in a supervisory, consultative, or administrative position;

Preferred Qualifications:

- Demonstrated understanding of/ and commitment to diversity, as reflected in Hawaii's communities, and equity of opportunity for children and families;
- Advanced degree in early childhood or related field;
- Knowledge of early childhood system in Hawaii, including government agencies with jurisdiction over young children along with the various public/private delivery models
- Experience in system-building, preferably at the State level.

Pay & Benefits (per statute):

- Salary set by the Early Learning Board, but shall not exceed ninety per cent of the salary of the director of human resources development.
- Participates in State Benefit Program provided by employees of the state.