



POSITION DESCRIPTION APPROVAL FORM

DEPARTMENT OF EDUCATION

Office of Human Resources

Classification & Compensation Section

P.O. Box 2360 Honolulu, HI 96844

Please reference the Position Description Approval Form - Instructions (DOE OHR 200-001Ins) for additional information.

I. GENERAL INFORMATION

Position Number: 120361
Title: Executive Office on Early Learning Director
Salary Range: SRNA
State Office/Complex Area: Executive Office of Early Learning
Branch:
Section/Unit:
Location/School: Honolulu

This Position Description was updated, reviewed, and approved by the Early Learning Board on May 13, 2021

FOR OHR USE ONLY - Classification & Compensation Section

Class Title: Salary Range: BU Code:
Approval Authority Name: Title:
Approval Authority Signature: Effective Date: MM/DD/YYYY

II. INTRODUCTION

Function of Organization (Describe the focus and function of your organizational unit):

The Executive Office of Early Learning is responsible for developing the early learning system from prenatal through kindergarten entry through collaboration and coordination with public and private partners and stakeholders.

The Office is responsible for:

- Establishing policies and procedures governing its operations;
Developing a plan, with goals and objectives, for the early learning system, including the development, execution, and monitoring of a phased implementation plan;
Coordinating, improving, and expanding upon existing early learning services for children from prenatal care until the time they enter kindergarten;
Establishing policies and procedures to include existing early learning programs and services;
Establishing additional early learning programs and services, including public and private partnerships, where applicable;
Establishing policies and procedures governing the inclusion of children with special needs;
Developing incentives to enhance the quality of programs, services, and educational professionals within the early learning system;
Coordinating efforts to develop a highly-qualified, stable, and diverse workforce;
Developing and implementing methods of maximizing the engagement of families, caregivers, and teachers in the early learning system;
Developing an effective, comprehensive, and integrated system to provide training and technical support for programs and services within the early learning system;
Developing standards of accountability to ensure that high-quality early learning experiences are provided by programs and services of the early learning system;
Collecting, interpreting, and releasing data relating to early learning in the State;
Recommending the appropriate portion of State funds that should be distributed to programs and services across the early learning system, to ensure the most effective and efficient allocation of fiscal resources within the early learning system;
Promoting awareness of early learning opportunities to families and the general public; and
Consulting with community groups, including statewide organizations that are involved in early learning professional development, policy and advocacy, and early childhood programs.
Advising the Governor and department directors to identify, develop policies and advance the Governor's priorities and initiatives as it relates to early learning.

II. INTRODUCTION (Continued)

Purpose of Position (Brief description of the job; Describe the purpose of the position, including how the position's function fits into the function of the larger organizational unit):

This position serves as the principal officer in state government responsible for performance, development, and control of programs, policies, and activities under the jurisdiction of the Office from prenatal care to entrance into kindergarten; it assumes the responsibility for gathering, analyzing and providing information to the Governor and Early Learning Board to assist in the overall analysis and formulation of State policies and strategies and effectively address current or emerging issues and opportunities. This position reports to the Early Learning Board and is responsible for leading the charge of the office to improve outcomes for children beginning prior to birth and continuing through kindergarten entry.

III. MAJOR DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS (Attach separate sheet if necessary)

Describe duties, responsibilities and essential functions as indicated on page 2 of the PD Guide instructions.

% of
time

* E

1. Early Learning System: Establish policies and procedures governing its operations. Develop a plan with goals and objectives for the early learning system. Coordinate, improve and expand upon existing early learning programs and services for children from prenatal care until the time they enter kindergarten. Establish additional early learning programs and services, including public and private partnerships, where applicable. Coordinate efforts to develop a highly-qualified workforce. Develop and implement methods of maximizing the engagement of families, caregivers and teachers in the early learning system. Collect, interpret, and release data relating to early learning in the State. Promote awareness of early learning opportunities to families and the general public.

30

E

2. Supervise: oversee, supervise and direct the performance of staff in various activities, including planning, evaluation, and coordination of early learning programs.

20

E

3. Administer Funds & Contract Services: administer funds allocated for the office and apply for, receive, and disburse grants and donations from all sources for early learning programs and services. Contract for services that may be necessary through master contracts with other state agencies receiving federal and state funds for programs and services for early learning, and purchase of service agreements with appropriate agencies.

20

E

4. Coordination: Convene and collaborate with department directors and other early childhood leaders to plan and execute early childhood policy agenda and action plan including strategies to improve government operations, develop resources for early childhood, and cultivate understanding and support for early agenda and outcomes.

10

E

5. Policy Development and Advocacy: Develop policy agenda and action plan to improve children's outcomes through early childhood services. Lead design of state infrastructure for an early childhood system. Assess policies and practices of other agencies impacting early learning and conduct advocacy efforts for early learning. Advise agencies on new legislation, programs, and policy initiatives relating to early learning. Represent the Governor State in matters related to early childhood.

10

E

6. Legislation: Develop, analyze, and track legislation that is consistent with Governor's priorities and initiatives. Work with stakeholder groups, department staff, and legislators in analyzing and promoting legislation. Develop and present testimony. Coordinate with other policy analysts and department legislative coordinators State department/agency heads

5

E

7. Performs other related duties as assigned

5

Check here if separate sheet attached.

* E = Essential Function

IV. QUALIFICATIONS (Education, experience, licenses, or certificates required to perform the essential functions of the position, as well as those that may be preferred)

Education:

A bachelor's degree from an accredited college or university. Advanced degrees are preferred but not required. 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.

Experience:

Experience with developing policies with strong understanding of the legislative process and state and federal government.

Experience in early childhood field, particularly related to policy development and with key stakeholders.

Have direct experience in programs or services related to early learning.

Have recent experience in a supervisory, consultative, or administrative position.

License/Certificate:

None

V. COMPETENCIES (Knowledge, skills and abilities to perform the essential functions of the position)

Knowledge:

Thorough knowledge of Governor's priorities, policies, governor operations, research methodologies, legislative procedures, key issues in the field, and stakeholders, as related to early childhood matters. Understanding of administrative rules and Hawaii Revised Statutes. Knowledge of office policies, practices, and procedures.

- Understanding of complex systems and how to manage and expand those systems;

Skills/Abilities:

Ability to work in fast-paced environment; handle multiple tasks; work well with team members, legislators, department directors, and stakeholder groups. Must possess excellent oral and written communication skills. Ability to speak to groups and effectively communicate programs, policies and issues. Ability to lead collaborative efforts, and administrative skills to manage the operational needs of the Office.

VI. PHYSICAL REQUIREMENTS

Describe any physical requirements for this position:

VII. ENVIRONMENTAL CONDITIONS

Describe any adverse conditions (e.g. hazards, heat, light, cold, noise, fumes, dust, etc.):

VIII. SUPERVISION RECEIVED AND EXERCISED

Supervisor Title: Chair
 Section: Early Learning Board

Supervises the following unit or positions:

<u>Position No.</u>	<u>Title/SR-level</u>
803331	Secretary IV/SR-18
603817	Educational Specialist III/EO-8
804185	Office Assistant IV SR-10
602872	Government Affairs Specialist II/EO-7
603721	DOE Communication Specialist II/EO-7
803655	Program Specialist V/SR-24
804333	Program Specialist V (Workforce Dev)/SR-24
803601	Program Specialist V (Head Start)/SR-24
803613	Research Statistician IV/SR-22
803562	DP User Support Technician II/SR-15

IX. EMPLOYEE CERTIFICATION

I have reviewed the duties and responsibilities assigned to this position.

Employee Signature: _____ Date: _____
MM/DD/YYYY

X. SUPERVISOR CERTIFICATION

I certify that the above is a complete and accurate description of the duties and responsibilities of this position.

Supervisor Signature: _____ Date: _____
MM/DD/YYYY

Complex Area Superintendent/
 Assistant Superintendent/

Superintendent Signature: _____ Date: _____
MM/DD/YYYY

XI. ORGANIZATION CHART (Attach the most recent official organization chart that shows this position. This does not apply to school level positions.)