



**ORGANIZATION:** Child Care Aware of Washington, Tacoma Washington

Child Care Aware of Washington is our state's most thorough and accessible source of information and support for families seeking quality child care and a trusted partner to child care professionals. CCA of WA provides culturally responsive coaching, technical assistance and professional development services that enhance statewide child care quality and consistency. We deliver services through a statewide network of locally-based partners. We strategically customize our services, collect and analyze performance data, inform and guide public policy, and provide unique leadership to support the Washington state child care system.

Child Care Aware of Washington is an equal opportunity employer. We value diversity and honor the people we serve through our policies and practice. It is with intent and purpose that we strongly encourage people of color, people who speak a second language and people with disabilities to apply.

**POSITION:** Director of Early Learning Quality Improvement

**DESCRIPTION:**

The state's most trusted child care resource is seeking an experienced, accomplished, highly-skilled leader to join our team in support of our vision that "Every family in Washington has access to high-quality early learning choices for their children, and every child care program has the resources and support needed to help prepare children for success in life. The director position is a key position in the organization providing overall leadership in the development and implementation of Quality Improvement services across the early learning system. The new Director will have demonstrated success leading a team of skilled Program Managers whose collective goal is to increase the capacity of the early learning (specifically Early Achievers) workforce through on-going Relationship-Based Professional Development. These high-quality technical assistance, coaching and continuing education services are culturally and linguistically appropriate and responsive to a diverse early learning workforce. In addition to working with internal staff, the Director serves a pivotal role developing, with her/his staff, strong, effective, productive working relationships with regional staff, the Department of Children, Youth, and Families (DCYF) and the University of Washington's Cultivate Learning.

The successful candidate will offer an innovative, collaborative style, understand professional boundaries in representing the organization, and demonstrated success implementing quality control and program and professional development.

**KEY RESPONSIBILITIES:**

1. Oversee Quality Improvement (QI), and program services provided by the Child Care Aware of Washington (CCA of WA) system to early learning professionals across Washington State.
2. Lead the overall quality implementation and expansion of program services provided by the CCA of WA system under the Early Start Act (ESA) and Early Achievers Quality Rating and Improvement System (QRIS).
3. Communicate with individuals at different levels of authority throughout the sector and effectively synthesize information, actions and expectations for your team and leadership.
4. Lead efforts to provide skill-building and professional development opportunities for the *Relationship-Based Professional Development* workforce (i.e. coaches, trainers, consultants, TA Specialists).
5. Collaborate with the Washington State Department of Children, Youth, and Families (DCYF), the



University of Washington and other statewide partners on the development and implementation of policies, procedures and program services related to Early Achievers and early learning.

6. Provide leadership to CCA of WA regions on the implementation of Early Achievers policies and procedures so statewide program targets are achieved.
7. Lead the CCA of WA program team, including developing program managers and support staff in all aspects of the early learning sector.
8. Cultivate new opportunities that may result in additional QI and PD services provided by the CCA of WA system.
9. Contribute to state-level systems discussions on workforce development, including career pathways for early learning professionals.
10. Skillfully manage strong productive relationships with regional leadership, state-level partners and between program staff and respective stakeholders.
11. Provide a written a monthly report for the CEO that clearly synthesizes the work of the QI department articulating goals, achievements and outstanding projects in a concise and complete manner.
12. Develop and track program budget(s), program outcomes and statistical data in partnership with the Directors of Finance and Accountability and Data and Evaluation.
13. Represent CCA of WA at local, state and national gatherings and conferences.

#### **SKILLS & COMPETENCIES REQUIRED:**

- Well-grounded knowledge and experience in the Early Learning environment
- Ability to:
  - Clearly convey strategic vision
  - Set parameters, limitations and guidelines
- Adept relationship manager providing strong team leadership
- Set, adapt and achieve goals
- Ability to hold the vision for the collective team and move the team to the end result
- Adept at change management, flexible and versatile while maintaining forward momentum
- Possess a collaborative style with respect for equity and diversity
- Ability to build collaborative relationships in this framework
- Think big, while paying attention to the details
- Organizational, analysis and problem-solving skills
- Effectively bridge policy and practice
- Manage performance within a climate of change
- Synthesize multiple perspectives
- Excellent interpersonal and listening skills
- Mature judgment and decision-making ability
- Ability to research and provide succinct written reports

#### **QUALIFICATIONS:**

- Bachelor's Degree in Early Childhood Education, Public Policy, Human Development, or related field required. Master's Degree preferred.
- Four years' experience:
  - Leading program development and implementation, preferably in a non-profit environment.
  - Providing quality supervision and coaching to mid-level staff.



- Additional experience:
  - Cultivating new program opportunities, including contributing to grant development processes.
  - Developing and implementing data-driven programming, including using data tracking systems to improve outcomes.
  - Working within a government funding and policy environment, with demonstrated success in achieving contract deliverables.
- Proficiency in the Microsoft Office Suite and with other technologies used to host webinars and virtual meetings.

**SALARY RANGE:**

- \$80,000 to \$93,000

**HOW TO APPLY:**

Send resume, cover letter and up to three examples of your best work (PDF and online portfolios are encouraged) to Robin Lester, CEO, Child Care Aware of Washington [careers@wa.childcareaware.org](mailto:careers@wa.childcareaware.org) or mail to 1001 Pacific Avenue, Suite 400, Tacoma, WA 98402. Applications received by August 31, 2018 will receive first priority.