

**Executive Director
Executive Office on Early Learning**

Competencies:

- 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 and state officials as well as members of the private community, such as philanthropic and non-profit agencies;
- Ability to manage office needs, personnel and build capacity to create a state wide 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;
- Administration and expansion of public pre-K program;
- 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;
- Developing a statewide early learning system, including public and private sectors, that enhances the quality of programs, expands access to services and develops a highly qualified, stable and diverse workforce;
- Working effectively with the Early Learning Board and Implementing its policies;
- Coordinate the development of a state wide early learning strategic plan

