
Position Information: BLUE MOUNTAIN EARLY LEARNING HUB DIRECTOR

Supervised by: Executive Director/Hub Executive Administrator

Supervises: does not supervise others

Salary: Director II/III

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To support, direct and guide existing and emerging early learning services, systems and opportunities within education, safety and health sectors across a three county region in collaboration with established stakeholders and in concert with Governance. Uplift and support existing services, providers and health agencies/programs in Umatilla, Morrow and Union counties. Facilitate collaborations as needed to ensure a region-wide early learning platform that works in a coordinated fashion, towards the common goal of school readiness, and with shared metrics.

Responsibilities:

Provide coordination to ensure resource allocation by the Blue Mountain Early Learning Hub builds on existing promising practice by collaborating organizations and leverages the community/agency (ies) resources in a supportive manner. Provide system-wide support to emerging initiatives that address barriers and systemic problems, monitor and track interventions and outcomes and report on impacts, locally and regionally, showcase partner inputs and the collective outputs.

Engage community enterprise in the early learning efforts of the hub, including navigation, family-friendly business, coordinated entry and no wrong door. Monitor areas the hubs greater focus and directed resource allocation for high impact outcomes. Direct and produce the reports on use of blended funding streams while tracking outcomes on priority goals and outputs described in the work plan, contract and grants. Support kindergarten readiness and transition activities. Coordinate hub regional activity as initiatives move from pilot, to beta test phase to roll out phase.

Essential Responsibilities:

- Provide opportunities for the community to engage and invest in early learning through the Family friendly business designation opportunity.
- In association with Hub representatives, attend quarterly, semi- annual and state wide public meetings and presentations. Prepare materials for the legislative session on the gains being made. Regularly correspond and collaborate with the early learning division on monitoring.
- Supervise work in subcontracts generated on behalf of the hub for the purposes of grants management, reporting and monitoring. Provide required reports for timely processing of the fiscal and contractual documents needed to be in compliance with all federal, state, county, IMESD and UMCHS rules and regulations.
- Senior Management of administrative activities related to budget management. Directs the coordination of early learning activities region-wide so to facilitate and leverage existing efforts within the primary early learning providers while accessing outcome data designed to enhance school readiness across the domains of education, health and safety.
- Directly responsible for facilitating successful outcomes with regard to the following of priorities on the birth to five continuum:
 - Systems navigation: Direct the next iteration of the database that will provide resources and training to service providers and volunteers throughout the Tri-County area.
 - Kindergarten partnership and innovation grant administration: the nurture continuation and expansion of Professional Learning Teams & Collaboratives for new populations of service providers, i.e. infant toddler, foster care/chip care, home visitors, health providers, et cetera.
 - Birth to Two collaboration and initiatives that insures a responsive and trained workforce and guides for opportunities for enhancement to ensure school readiness.

- Promote and further develop the coordinated entry process: identifies system-wide enhancements that connects community members/parents to partners.
- Identification of a growing partner pool of early learning advocates and providers: Insures that education data, kindergarten transitions, outreach to communities Birth to Five providers not currently receiving or connected with resources are identified and supported.
- Ensure that parent support and engagement of all three Hub domains: Ensure that culturally competent parent and family engagement is achieved by supporting OPEC (Oregon Parenting Education Collaborative) intersections, and promoting other services provided by regional entities.
- Gather and share data for utilization in the community assessment and enhanced ECE performance.
- Equity efforts: Promote and support equity efforts using the Oregon Equity Lens in our regional focus.

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

A commitment to the agency's mission, vision, and values;

A commitment to equipping children and all who care for them for lifelong success

A commitment to excellence in everything we do;

A commitment to positive performance and a welcoming culture;

A commitment to outcomes, measured results and quality improvement;

A commitment to innovation and to what is possible.

- Program Participation and Team Member
- Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

BA Required, Masters Preferred in Related field/ ECE focused enterprise

Experience and Skills Requirements:

- Five Years working in a Related Field
- Progressively Responsibility demonstrated
- Two Years of Experience in Managing finances, grants, contracts
- Two years of demonstrated collaboration between cross system partners
- Experience in generating reports for funders, community or the legislature
- Effective communication, training and public speaking skills
- Strong written and analytical skills
- Ability to demonstrate diplomacy and lead collaboratives
- Strong commitment to Equity and Cross Cultural Competence and family & community engagement
- Excellent Team Player

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
 - Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
 - Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
 - Occasionally required to stand, walk and reach with hands and arms;
 - Occasionally lift and/or move up to 10 pounds
 - Drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. (A DMV Record check will be conducted prior to hire)
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

Work Environment/Conditions:

Work is normally performed in a typical interior/office work environment.

Job tasks are performed in close physical proximity to other people.

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer