



Collaboration for  
Early Childhood  
*Strong Start, Bright Future*

## Director of Early Learning

### Position Description

The Collaboration for Early Childhood, located in Oak Park, Illinois, is seeking an early childhood professional with strong knowledge and experience in early childhood education and child development to lead our professional development strategy. This person is charged with supporting the skill development of the early childhood workforce in Oak Park and River Forest, motivating and supporting early learning programs to increase quality and facilitating the alignment of early childhood education programs with Oak Park Elementary School District 97s curriculum in a community working to create a seamless continuum of education for children birth to kindergarten age. Successful candidates will demonstrate a vision for and a capacity to work with diverse early learning providers from school district Preschool for All programs to center-based programs (full and part-day; nonprofit and proprietary) to licensed and license- exempt family child care homes.

### Key responsibilities:

Identify professional development opportunities and needs of the early childhood workforce in Oak Park and River Forest. Research, recommend, and implement solutions.

Work with District 97 and other early education leaders to foster alignment with District 97's curriculum and shared expectations for kindergarten readiness.

Promote and support engagement of early learning program directors and staff and family child care providers in the Illinois ExceleRate Quality System.

Advise early learning program directors, staff and family child care providers to facilitate their engagement in the Gateways to Opportunity credentialing program

Facilitate common eligibility screening, assessment protocols and tools, and a professional learning community among the public preschool programs. Promote and support outreach efforts to find and engage children with the highest needs in the programs.

Maintain the Collaboration's status as an Authorized Entity for Gateways Registry training and ensuring accurate and complete recording and reporting of all program activities and participation levels.

Provide oversight and direction to all aspects of the annual Symposium. Guide the selection of the keynote speaker and the workshop topics and presenters.

Collect data related to professional qualifications, education levels, training hours of the early learning workforce. Provide accurate reports and summaries of the data, program activities and progress on the Collaboration's indicators for success.

Develop and maintain web-based training and resources.

Responsible for all aspects of identifying, retaining and managing consultants for professional development initiatives.

Coordinate all activities pertaining to training function.

Other duties upon request of supervisor.

**Vehicle/Transportation Requirements:**

Valid Driver's license, safe vehicle, insurance

Reliable vehicle

**Education/ Credential:** Masters in Early Childhood, Child Development or related field.

**Desired Knowledge/Experience/Skills/Abilities:**

Excellent interpersonal skills

Demonstrated leadership skills required to manage consultants and motivate early learning providers

Experience as teacher in early learning programs

Demonstrated success in delivering training in the early learning environment, coaching and teaching adults in classroom and web based setting.

Solid knowledge of and ability to implement principles and practices of adult learning.

Experience with data collection and using data to inform work.

Knowledge of and experience with ExceleRate, Gateways to Opportunity and the Professional Pathways for Early Childhood Credentials preferred.

Strong organizational skills, excellent writing and communication skills.

Working knowledge of Word, Excel, PowerPoint, and Publisher

Flexible schedule to accommodate evening and occasional weekend work.

**ADA: the Collaboration will make reasonable accommodations in compliance with the Americans with Disability Act of 1990. Unless exempted by the ADA, the person hired for this position will be required to perform all the task required to fulfill job responsibilities including having the ability to lift up to 25 pounds.**

**Organizational Description:** The Collaboration for Early Childhood works to create an integrated community system of high quality early learning programs and services to promote optimal cognitive, social-emotional and physical development of all of Oak Park's and River Forest's 5,000 children birth to kindergarten age. The Collaboration leverages and integrates community resources so that all children will have the opportunity to develop their full potential. Our key initiatives include the advancement of Developmental Screening, Parent Information and Support, Professional Development for the early learning workforce, and high-quality Public Preschool programs. More information is available at [www.collab4kids.org](http://www.collab4kids.org).

**Salary/Benefits:** Competitive salary and benefits package.

**Applications:** Send a cover letter, resume, writing sample and references by February 9, 2018 to Carolyn Newberry Schwartz, Executive Director, Collaboration for Early childhood, 123 Madison Street, Oak Park, Illinois 60302 or email them as a single pdf to [emurchison@collab4kids.org](mailto:emurchison@collab4kids.org).