



Summer Kindergarten Accelerator Program Director

Status

- ❑ Contractual, December 1, 2020 - August 13, 2021 (*date range is somewhat flexible*)
- ❑ Reports to the Chief Executive Officer/President

Nature and Scope

In 2009, an early literacy screen administered across school districts showed only 43% of children entering kindergarten in Holland and Zeeland arrived at school with the basic skills needed for kindergarten entry. The results revealed a critical need to do better. For the last 10+ years, Ready for School's data-driven tactics have served as a model for how a community can create an environment where early childhood strategies thrive. In 2019 70% of children entering kindergarten met the same early literacy benchmark, a 225% increase.

Start School Ready is a pre-Kindergarten summer learning experience created by Ready for School in collaboration with community/educational partners has been a key driver of kindergarten readiness. The program serves as an early literacy and kindergarten readiness accelerator to fill the gap in summer education experiences available to children who are at higher risk of not being kindergarten-ready by fall. This four-week program is for incoming Kindergarten students in the Holland, Zeeland and Hamilton area. Every activity is designed to engage children's innate sense of wonder and natural curiosity as they explore through inquiry and book studies. The program has a 3-fold purpose: to increase the readiness of participating students, to engage parents/caregivers in their child's learning, and to support Early Childhood Educators' professional learning.

General Job Description

The Summer Kindergarten Enrichment Program Director is the leader of the Start School Ready (SSR) process and effort. The position will have overall operational and management responsibility in completing the SSR process.

The Program Director will consult with local area school district and community partners, and report directly to the President & CEO of Ready for School. The Program Director will manage the activities of all members of the planning team as they are involved in the program, including site lead(s), and communications, curriculum, accounting, and administrative staff assigned to Start School Ready. The Program Director will oversee all contract staff to ensure contracts and agreement are executed and implemented to the satisfaction of the President & CEO. Day-to-day

collaboration will be required with members of the Start School Read team to properly ensure Ready for School and its partners are able to achieve objectives. In addition, the Program Director will work closely with stakeholders and educational partners across the communities of Holland/Zeeland/Hamilton to develop consensus around Start School Ready and its implementation.

Specific Responsibilities

- Plan, direct, coordinate, and lead activities of Start School Ready to ensure that goals, objectives and all elements of SSR are accomplished within the prescribed time frame and funding parameters.
- Review SSR budget allocations to determine time frame, funding limitations, procedures for accomplishing the program, staffing requirements, and allotment of available resources to various phases of the program.
- Review and re-establish work plan and staffing of each phase of the program, and arrange for assignment of program personnel.
- Recruitment and enrollment of volunteers, students and families.
- Serve as liaison with area school districts
- Organize and implement parent engagement activities and communication.
- Outline work plan to assign duties, responsibilities, and scope of work.
- Responsible for supervision of all planning/administrative staff assigned to the program to ensure it is on schedule and within budget.
- Confer with program personnel and partners to provide advice and to resolve problems.
- Responsible for overall quality and management of the SSR program.
- Coordinate communication and/or activities with community and education partners.
- Research grant funding sources.
- Coordinate with Ready for School marketing team on content - including public outreach and press releases.
- Conduct research and write reports/articles.
- Research grant and write at least 2 solid grant proposals in collaboration with Ready for School Team
- Network with local and regional agencies; educational institutions; other non profit organizations; and private sector business interests for future program development.
- Recognize and solve potential problems and evaluate program effectiveness.
- Responsible for the overall quality and management of the Start School Ready program.
- Deliver a fun and educational experience to children and families
- Willingness to perform miscellaneous job-related duties as assigned.

Qualifications

- Energy and a track record of program impact and expansion
- Experience coordinating logistics for an intensive, high-energy program for children
- Knowledge and understanding of the Project Management Body of Knowledge
- Experience in the development and delivery of programs and activities for similar population
- Spanish language comprehension preferred
- Ability to effectively manage a large, diverse team of supervisor, professional, and support staff
- Solid commitment to children's advocacy and enthusiasm for the Ready for School mission and values
- Ability to motivate others and attention to detail
- Interest in and ability to work as part of a cross-sector team
- Willingness to be open and respectful of all cultures
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Ability to present effectively to small and large groups
- Comfortable in a teleworking space and culture
- Authorization for background check

COMPENSATION

Stipend totalling \$35,000

Holidays and Paid Time-Off available

We're an **equal opportunity employer**. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.