

Director

Posting Details

Position Information

Working Title	Director
Classification Title	Director Major Division/School
Position Number	J0010174
Hours Per Week	40
Department	Project Eagle
Campus Location	Kansas City Metro

Student Position

Position Summary

Project Eagle of the University of Kansas Medical Center is searching for a Director. Project Eagle is an early childhood program focused on preparing children, engaging families, and promoting excellence for children and families in Kansas City, Kansas. Project Eagle provides home-based and center-based services to pregnant women and/or children ages birth to five through a variety of programs, the largest being Early Head Start. Project Eagle is also a member of the Educare Learning Network, part of a national initiative that serves as a platform for broader change, inspiring high-quality early childhood programs in communities, improving public policies within each state, and demonstrating a comprehensive approach to the first five years of life and learning. The Director serves as the face of Project Eagle by engaging in positive relationships with key stakeholders including governing body members, tenant partners in the Children's Campus of Kansas City, community leaders, Project Eagle staff members, and enrolled families and children. The primary responsibilities of the Director fall into these four categories: program leadership, development/grants management, program governance, and partnerships.

Required Qualifications

Graduate degree with knowledge and extensive experience in program administration, including five years of supervisory experience and grants management. Knowledge and experience in the areas of early education, family systems, child development, and issues related to poverty. Ability to form an alliance with staff and families on behalf of children. Understanding of the fiscal regulations and reporting required by federal grant funded programs. Strong proposal, report, and grant writing skills. Demonstrated ability to communicate effectively and establish working relationships with a variety of partners. Incorporates knowledge of community services and resources in the planning and decision making process. Demonstrates the ability to manage and resolve conflict and make decisions that impact funding and program design and outcomes. Ability to travel to local, state, and national conferences and meetings.

Preferred Qualifications

Extensive knowledge of Early Head Start programming and Head Start Performance Standards. Extensive knowledge of principles and practices of early childhood education and family engagement. Experience working within an IRB/Human Subjects system and complying with all required human subject's records, documentation and reporting. Previous experience with research/program partnerships. Knowledge and experience in program development.

Environment

Office

Physical Requirements

Light

Probation Status

Subject to the regulations of the State of Kansas, the Board of Regents and the University of Kansas Medical Center, I understand and agree that I may be subject to a probation period and during the probation period I serve at the pleasure of the Executive Vice Chancellor of KUMC and my employment may be ended at any time during that period.

Hiring Range

80,000-110,000

EEO Statement

KU Medical Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disability status, or genetic information.

Job Duties

Description of Job Duty

Program Leadership:
Fully implement the mission of the University of Kansas Medical Center and Project Eagle by ensuring the program provides high quality early childhood education and home visiting to pregnant women and young children and families; advances the practice of staff through the use of embedded professional development; and spurs practices that result in improved outcomes for children and families and initiates systems change.
Maintain an organizational structure that supports the program and administrative functions of Project Eagle, including Educare Kansas City, Early Head Start Home Visiting, Connections, Human Resources, and Fiscal/Grants Management.

Job Duties

Description of Job Duty

Program Leadership:
Complete a comprehensive program and community assessment annually to assure that program services are responsive to community needs.
Implement and oversee all facets of the federal and state Early Head Start Programs, providing comprehensive, intensive, yet flexible, home based and center-based services to children between the ages of 0-5 and their families. Assure the program exceeds all the Head Start Performance Standards.

Job Duties

Description of Job Duty

Program Leadership:
Assure fidelity to the Educare model at Educare Kansas City, which includes full implementation of the four Educare core features: high quality teaching practices, embedded professional development, intensive family engagement, and data utilization. Actively participate in the national cross-site evaluation of Educare Schools conducted by the University of North Carolina – Chapel Hill (Frank Porter Graham Center).

Job Duties

Description of Job Duty

Program Leadership:
Assure that the program recruits and maintains a culturally diverse, competent, professional staff and retains good staff by offering continuous training/education to help them meet the challenging demands of their positions.
Create a work environment that is respectful, promotes productivity, efficiency, offers necessary resources, and reflects a participatory management style.
Evaluate program goals and outcomes, assuring that there are strategies and interventions in place to support family empowerment and the growth and development of children.
Supervise the Project Eagle Leadership Team. Ensure the practice of reflective practice and supervision with all Project Eagle staff, including the Leadership Team, in order to support their work with staff, children, and families.
Provide ongoing leadership, strategic planning, assuming responsibility and accountability for all program activities.

Job Duties

Description of Job Duty

Program Leadership:
Develop and implement a comprehensive data analysis plan that assists the program in maintaining fidelity to the program model and high quality programming. Implement a system of regular data feedback and utilization for continuous program improvement.

Job Duties

Description of Job Duty

Development/Grants Management:
Grow and sustain Project Eagle programs and services through grant applications to federal agencies, foundations, and corporations. Create sustainable sources of funding for the program by staying aware of both public-private funding opportunities and changes in the state and federal budgets that support the overall program mission.

Job Duties

Description of Job Duty

Development/Grants Management:
Assure compliance with all grant-related reports by working with KUMC's Research Institute.

Job Duties

Description of Job Duty

Program Governance:
Participate in the shared governance structure of Project Eagle. Assure that the Governing Body (KUMC) interacts with the Policy Council members and engages in a collaborative partnership

related to program planning, budgeting, and human resources. Assure that all the Head Start Performance Standards related to Program Governance are met.

Job Duties

Description of Job Duty

Partnerships:
Assure that Project Eagle promotes excellence by increasing the visibility of Project Eagle through annual reports, newsletters, conference presentations, written publications, and other types of activities.
Participate in collaborative work of the Executive Directors of the national group of Educare Schools, including attendance at meetings and learning events, in support of the professional learning community that operates among Educare schools.
Represent Project Eagle on various task forces, workgroups, and committees on the local, state and national levels. Successfully works with federal and state project officers and grant making agency staff. This includes serving on The Children's Campus of Kansas City Board of Directors representing Project Eagle.
Identify volunteers and other service organizations to support Project Eagle's purposes.
Provide ongoing leadership, strategic planning, assuming responsibility and accountability for all program activities.

Job Duties

Description of Job Duty

Other duties as assigned or as required by grants and department.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this posting?

- KU Medical Center Website
- KansasWorks
- Career Builder
- Monster
- Indeed
- NonProfit Connect
- Higher Ed Jobs
- LinkedIn
- Facebook
- Twitter
- University Career Services Page
- Print or online publication ad
- Job/field-specific organization website
- Referred by current/former employee
- PracticeLink
- Health eCareers
- Other - please specify below

2. If you selected "other", please specify your referral source.
(Open Ended Question)

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. Transcripts
2. Letter of Recommendation

Apply online at <https://jobs.kumc.edu/>