

PROGRAM ADMINISTRATOR METRO OMAHA SUPERINTENDENTS' EARLY CHILDHOOD PLAN

Position Announcement

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from highly qualified individuals for the position of Program Administrator of the Metro Omaha Superintendents' Early Childhood Plan. The Program Administrator will collaborate with senior Institute staff to provide continued leadership in developing and implementing a birth through Grade 3 approach, including home visiting for birth – 3-year-olds, in the Learning Community of Douglas and Sarpy Counties.

The Superintendents' Plan is a groundbreaking initiative that represents one of the nation's largest and most innovative, comprehensive approaches to reducing income- and race-based opportunity and achievement gaps for children from birth through Grade 3. The plan features comprehensive efforts to create continuous early childhood services and family support for children living in high concentrations of poverty in the Learning Community of Douglas and Sarpy Counties. Elementary schools serve as hubs or connectors for birth – Grade 3 services. A key role of the Program Administrator will be to lead a talented team of Buffett Institute specialists and educational facilitators who are helping to implement the Superintendents' Plan. Funding is available from taxing authority of the Learning Community.

Buffett Early Childhood Institute Profile

Envisioned as a new model for how public higher education is engaged in the first years of life, the Buffett Early Childhood Institute is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to transforming early childhood development and education in Nebraska and across the nation.

A long-term goal of the Institute is to be a leading center where scholars, practitioners, community members, and policymakers collaborate to advance a unified approach that can improve the lives of young children and families and the systems that support them. Applicants should note that the goals of the Institute are university- and state-wide, as well as national, but the administrative home of the Institute is on the campus of the University of Nebraska Omaha. This position will primarily work out of the Omaha office. Please see www.buffettinstitute.nebraska.edu for additional information about the Institute and the Superintendents' Plan.

Job Responsibilities

- Provide leadership for implementing the Superintendents' Plan in collaboration with the Director and Associate Director of Program Development.
- Continue to develop and implement the Birth through Grade 3 approach in specific school sites within the Learning Community of Douglas and Sarpy Counties.
- Establish and maintain collaborative relationships with school districts, individual schools, community-based early childhood programs, and other community organizations participating in the Superintendents' Plan.
- Lead and supervise a team of birth – Grade 3 specialists and educational facilitators who provide

implementation support and coaching to the staff of participating schools and ensure that the team's efforts embody fidelity to program guidelines at each school site.

- Maintain on-site engagement with participating school sites, providing support and technical assistance to school and district administrators.
- Support program evaluation activities and utilize evaluation results and other evidence to provide ongoing program improvement.
- Assist in creating an implementation manual and other program documentation for the School as Hub for Birth – Grade 3 approach.
- Meet budgetary objectives by working with Director of Program Development and senior Institute staff.
- Other duties as assigned.

Minimum and Preferred Requirements:

Minimum Requirements:

- Master's degree in education or related field with eight or more years of increasing responsibility in elementary and/or early childhood education.
- Experience leading school improvement or new program initiatives as a public school administrator or educational leader at the school and/or district level, preferably in more than one setting or district.
- Extensive experience coaching teachers, principals, and other educators.
- Knowledge of state and district policies and funding sources that affect educational services for children, birth – Grade 3, and their families.
- Knowledge of developmentally informed, research-based strategies and programs to promote child learning and family engagement from birth through Grade 3.
- Knowledge of culturally responsive practice and experience working effectively in racially, culturally, ethnically, and linguistically diverse school communities.
- Ability to work collaboratively.
- Excellent written and oral communication skills.

Successful candidates will exhibit the following traits:

- Strengths-based philosophy and enthusiasm for innovation and school change.
- Knowledge, enthusiasm, and passion for the field of early childhood education, birth through Grade 3.
- Commitment to equity and the reduction of income- and race-based opportunity and achievement gaps.
- Motivational leadership.
- Innovative and persistent problem solver.

How to Apply

Application review begins immediately and continues until position is filled. Applications processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Applicant Profile. Along with the application, attach a cover letter, resumé, and contact information for three professional references. Direct questions about the position to: humanresources@nebraska.edu. Direct questions about the online application process to: (402) 472-7990.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify.