

ASSOCIATE DIRECTOR FOR PROGRAM DEVELOPMENT

Job Overview

The Buffett Early Childhood Institute at the University of Nebraska is seeking applications from qualified individuals for the position of Associate Director of Program Development to lead early childhood programming initiatives that support the Institute's efforts to close achievement and opportunity gaps for children who have been placed in circumstances of risk.

The Associate Director for Program Development will work closely with the Director of Program Development and other Institute directors and staff to design and facilitate state and local initiatives that build capacity for comprehensive, systemic approaches to early childhood education and services, birth through third grade. This individual will work within metro Omaha and greater Nebraska, collaborating actively with state and local agencies and organizations. Highlighting the goals of increasing opportunity to learn and reducing achievement gaps among Nebraska's young children of greatest need, these efforts will focus on innovative strategies that strengthen early childhood leadership among educational administrators in schools and communities, along with technical assistance for strategic early childhood planning and systems development.

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 (<https://buffettinstitute.nebraska.edu>) is a four-campus, university-wide, multidisciplinary research, education, outreach, and policy institute of the University of Nebraska committed to helping transform early childhood development and education in Nebraska and across the nation. The 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-, state-, and nation-wide, but the location of the Institute administration is in Omaha. This position will work primarily out of the Omaha office.

Job Responsibilities

This job description is not to be considered an exhaustive or exclusive statement of duties, responsibilities, or requirements. Employees may be required to perform other job-related instructions as requested. This list describes major responsibilities to support the Buffett Institute by aligning editorial content strategy and writing to the Institute goals:

- In consultation with the Director of Program Development and in collaboration with other Institute staff, design and lead efforts to build state and local system capacity for providing comprehensive early childhood programs and services, birth through Grade 3;

- Design and guide innovative, collaborative, equitable strategies to support and strengthen leadership among educational administrators in the metro Omaha area and beyond in order to achieve comprehensive, systemic approaches to early childhood programming, birth through Grade 3;
- Provide guidance and oversight to Institute staff and external stakeholders who contribute to implementing the Superintendents' Early Childhood Plan;
- Monitor progress and identify unmet needs for educational programming of young children in greatest need, and, with Research and Evaluation, assist in evaluating the Institute's Achievement Gap Challenge efforts in Nebraska;
- Work with the Director of Professional Learning to lead efforts that effectively spread the School as Hub approach in metro Omaha and to school districts in other regions of Nebraska;
- Collaborate with the Institute's Workforce Planning and Development and Professional Learning units to support the professional learning of early childhood educators and service providers in school districts and community-based organizations;
- Apply knowledge of latest research and evidence to all initiatives and proposed practices of the Program Development unit;
- Cultivate and maintain collaborative working relationships with key state organizations representing school administrators and early childhood program leaders at community and state levels;
- Collaborate with the Nebraska Department of Education and other state agencies and organizations to promote cohesive state-level support for high quality, comprehensive early childhood programming, birth – Grade 3, in local education authorities and programs;
- Engage faculty and staff of the University of Nebraska to engage them in programmatic initiatives and assist in efforts designed to obtain grants and contracts to extend the work of the Program Development unit.

Required Qualifications:

- Master's degree or equivalent in early childhood education, educational leadership, or a related field;
- 5 – 8 years demonstrated effective experience in district- and school-level administration and leadership;
- Minimum of 5 years demonstrated leadership in promoting educational equity; reducing income- and race-based opportunity gaps; promoting diversity, equity, and inclusion among teachers and school administrators; and working sensitively and effectively with individuals who are racially, culturally, ethnically, and linguistically diverse;
- Knowledge of research-based educational practices and programs for children, birth – Grade 3;
- Knowledge of state and national issues related to early childhood education, with an emphasis on interventions for children placed at risk;
- Knowledge of funding streams and programming options for early childhood education, birth – Grade 3;
- Proven ability to manage complex projects and move them forward to completion on time;
- Proven ability to engage collaboratively and respectfully with community partners and diverse stakeholder groups;
- Excellent creative thinking, written and verbal communication skills.

Preferred Qualifications

- Doctorate in field preferred.

How to Apply

Applications are processed through the online job posting at <https://careers.nebraska.edu>. Follow instructions to complete the Standard Application. Along with your application, attach a cover letter, resume, 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) 472-3701.

The University of Nebraska is an Affirmative Action/Equal Opportunity Employer and participates in E-Verify. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, gender identity, sexual orientation or protected veteran status.

ADDENDUM FOR ASSOCIATE DIRECTOR OF PROGRAM DEVELOPMENT

Competencies

- **Nature/Complexity of Work**
This position requires an individual who works with considerable independence, energy, initiative, strong work ethic, and sound judgment in a complex day-to-day environment. Ability to lead unit operations. Strong attention to detail, accuracy, professional discretion, and sensitivity to confidential information, a record of effective teamwork with others, and time management skills are required. Knowledge of the University of Nebraska's organizational structure and interrelationships among the campuses and internal and external constituencies is helpful in this position.
- **Problem Solving/Decision Making**
Problem solving and appropriate decision making are required in every element of this position. Key duties involve independent judgment regarding analysis of issues and actions required to support day-to-day business transactions. Actions are governed by broad objectives, professional ethics, university procedures and/or business acumen.
- **Strategic Input**
This individual is required to be proficient and conscientious when representing the Buffett Institute and the University. Administrative review is often necessary before information is released by this position, but the responsibility for error-free detail supporting analytical information rests with the employee. A strong sense of the requirements of a stable organization and its long-term needs with the ability to exercise significant initiative and creativity in developing new value-added relationships with the Institute's stakeholders. Someone who is mission-driven, is deeply committed to the values of the Institute and seeks to advance the Institute and its goals.
- **Know-How**
This position demands the ability to be agile, entrepreneurial, operate independently, thrive in a fast-paced, multi-tasking environment and exercise judgment to seek supervision and/or input from others when necessary. The candidate should demonstrate exceptional interpersonal skills with a strong orientation toward diplomacy, tact, collaboration, and teamwork; exceptional verbal, writing, editing, and proofreading skills; must be detail-oriented and accurate; must have ability to prioritize effectively and quickly respond to shifting priorities; the ability to collect, compile, and analyze facts, draw conclusions, and recommend solutions; possess a strong work ethic and willingness to work

beyond regular hours, if necessary; and demonstrate a high level of professional discretion and confidentiality. Ability to interpret and prepare information for analysis activities and communicate findings to management is essential. Knowledge, enthusiasm, and passion for the field of early childhood and ability to establish credibility in the education/human service and university communities. Must follow Board of Regents By-laws and policies and state and federal Law and other rules and regulations.

- **Technical Skills**

This position demands technology proficiency, with a willingness to learn and utilize new technologies relating to (but not limited to) document management, project and portfolio management, and budget tracking. Proficiency in using Microsoft Word, Excel, PowerPoint, and Outlook is also required.

- **Interactions**

This position will be expected to manage and collaborate with individuals and their projects. Ability to assume authority, advocate new ideas, identify and address obstacles and the judgment to seek supervision and/or input from others when necessary is expected. This position will help build and strengthen relationships with the University of Nebraska campuses and must have the ability to work as a member of a team, as well as independently, in a complex environment, and with respect for confidential and sensitive information. This position also interacts with many external constituencies. The candidate should be an optimistic, positive, resilient, insightful, and performance-driven decision maker, problem solver, and consensus builder.

- **Supervision**

This position reports to the Director of Program Development. This position supervises the Resource & Program Development Specialist and Birth-Grade 3 Professional Learning Specialist positions.

General Information:

Job Family: Education and Outreach

Job Code: EO33S

Salary Range:

FLSA: Exempt

Position Number: 182

Org. Unit Number: 50008150 (BECI)

Date of Last Update: 10/25/2019 by K. Harper, Associate Executive Director for Operations

Physical Requirements and Work Conditions

The physical requirements and work conditions described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at the workplace is critical. While performing the duties of this job, the employee is routinely required to have vision for up close and far away, talk, hear, sit and use hands to touch, feel, handle, and operate routine office equipment. The employee is occasionally required to stand, walk, climb stairs, bend, reach, twist, and lift, carry or move up to 15 pounds. The employee is required to

occasionally travel to and participate in meetings and conferences that may require the ability to drive a motor vehicle or stay overnight.

The noise level in the work environment is usually moderate, and there are frequent interruptions as the Institute staff conduct business in cubicles, walled office space, and conference rooms.

Job Description Review and Approval

_____ Employee Name	_____ Date
<i>Sheryl Gardner</i> _____	10/16/2019 _____
Human Resources Representative Name	Date
<i>KK Harper</i> _____	10/16/2019 _____
Supervisor or Department Representative Name	Date