



# AGENDA FOR CHILDREN

A VOICE FOR LOUISIANA'S CHILDREN

## **Learning Readiness Collaborative Project Director**

*Agenda for Children works to make Louisiana a state in which all children can thrive through a combination of direct service and advocacy initiatives. In Southeast Louisiana, Agenda for Children works to improve the quality of early childhood education by providing parents with child care referrals and by engaging child care providers through on-site technical assistance and educational workshops. Agenda for Children also seeks to inform conversations about children statewide through its KIDS COUNT program, which monitors and publicizes local data on children in each of Louisiana's 64 parishes.*

### **Position Description**

The Project Director will work in partnership with the CEO to guide the work of the Learning Readiness Workgroup Collaborative, which aims to identify and promote best practices within the early childhood sector in New Orleans. The Project Director will research best practices for ensuring school readiness and seamless transitions from preschool to kindergarten classrooms, analyze the local early childhood sector, and produce a series of reports and policy recommendations based on his/her findings. The Director will also oversee the implementation of two demonstration projects designed to develop a shared understanding between the early childhood education and K-3 sectors. Additionally, the Director will work with the CEO to develop a base of advocacy around adequate funding for early childhood programs.

### **Duties and Responsibilities**

- Convene and lead program related staff meetings, learning readiness workgroup meetings, and other forums;
- Coordinate and supervise the development of a demonstration project that will provide shared professional development opportunities for early childhood and K-3 professionals;
- Research issues affecting the early education sector and school readiness. Conduct literature reviews and internet searches, and analyze the information obtained;
- Compile statistical data and research materials;
- Prepares reports, policy recommendations, PowerPoint presentations and other written communications;
- Work as a team member and demonstrate flexibility in assisting other programs and agency staff members;
- Prepare reports as needed to funders;
- Develop relationships with agencies and funders that enhance and support the project;
- Demonstrate familiarity with public policy and research in early childhood education;
- All other duties as assigned by the CEO of Agenda for Children.

### **Qualification Requirements**

- Bachelors Degree, Masters Degree in Early Childhood Education, social sciences, or related field preferred.
- Minimum of five years combined experience working in early education and policy analysis.
- Ability to communicate effectively and work with an interdisciplinary team.
- Strong analytical and quantitative skills.
- Ability to research, analyze and summarize materials in a clear, accurate manner for a broad audience.
- Demonstrate familiarity with public policy and research in early childhood education.

- Strong internet, word processing, presentation, and spreadsheet software skills.
- Excellent interpersonal and verbal communication skills: ability to relate and communicate across diverse populations.
- Well-organized, dynamic self-starter who can work independently with great attention to detail.

**Annual Salary:** Competitive salary based on experience and educational background.

**To apply**

Please send your cover letter and resume to:

Agenda for Children, Attn: Teresa Falgoust, PO Box 51837, New Orleans, LA 70151 or to [tfalgoust@agendaforchildren.org](mailto:tfalgoust@agendaforchildren.org).

**Note:** The program director will be based out of our New Orleans office, which is currently located at 1720 Saint Charles Avenue. The position will remain open until filled.