



Job Posting

Position Title: Director, Pre-K Programs

Reports To: Lisa Wiltshire, Executive Director, Office of Early Learning

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description: The Director of Pre-K Programs will be responsible for developing and administering a quality process for the allocation of VPK funds, based on rigorous program standards, to ensure VPK program improvements statewide. The Director of Pre-K Programs will also be responsible for supporting districts with VPK programs through technical assistance and professional training, focused on best practices in Pre-K instruction and program administration. The Director will monitor program improvements annually, and in collaboration with the office of school-based support services.

Specific Position Responsibilities:

- Develops and administers a district application process for Voluntary Pre-K funds that ensures continuous improvement of VPK programs statewide. Leads and manages the allocation of VPK funds based on quality benchmarks as determined by the VPK application.
- Supports district planning for high quality Pre-K programs by offering technical assistance for grant application development, as well as program planning. Provides districts with current knowledge from research and benchmark programs nationwide to focus on improving TN programs. Responds to district questions regarding VPK program requirements, expectations and allowances, as needed.
- Provides high quality professional training for VPK programs, focused on instructional best practices and program improvement. District and regional trainings will be offered via multiple methods and by multiple providers, as frequently as needed. Professional training will be developed and facilitated in collaboration with office of early learning leaders and other department of



Job Posting

education leaders and trainers, as well as through contracts with early education experts.

- Monitors program improvement efforts in districts through an annual review process, to be developed in alignment with the revised VPK application for funds. Works with the VPK data manager to ensure classes are full and VPK funds are ensuring the placement of high needs students in district classrooms, as defined by the VPK eligibility criteria. Works with the Head Start State Collaborative Director and 619 Coordinator to ensure alignment of enrollment priorities. Works closely with the Director for School-based Support Services to monitor VPK classrooms, clearly communicate expectations for quality, and provide support to districts for improvement efforts.
- Other duties as assigned by the Executive Director, Office of Early Learning.

Qualifications:

Successful candidate will exhibit the following:

- Minimum 5 years' experience as an educator, teacher leader and/or administrator in early childhood settings.
- Minimum of a Master's Degree in Education preferred.
- Special education background, knowledge and experience preferred.
- Belief that all children can learn and that expectations must remain high for all students.
- Comfort with some travel and willingness to attend state conferences.
- The ability to engage key stakeholders, communicate and collaborate effectively to improve outcomes for students. This includes strong written and verbal skills.
- Familiarity with the challenges facing education reform efforts in TN and the U.S.
- A willingness to proactively take on leadership roles and possess a strong work ethic as well as problem solving skills.
- The ability to write and deliver high-impact presentations and training modules.
- The capacity to leverage internal and external networks and to engage in team problem solving.



Job Posting

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Lisa.Wiltshire@tn.gov. Applications are due before October 10th.

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