



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



# COMMUNITY COORDINATED CARE FOR CHILDREN, INC. (4C)

INVITES YOUR INTEREST IN THE POSITION OF

## CHIEF OFFICER OF EDUCATION

# THE AGENCY

Located in Orlando, Community Coordinated Care for Children, Inc. (4C) is a not-for-profit 501(c)(3) corporation which coordinates a variety of high-quality services designed to strengthen communities and improve the lives of children and families throughout Central Florida. The Agency, which began in 1969, was established as a committee of the Community Services Council by the Orange County, Florida government and the United Way. In 1973, 4C was chartered as a separate organization. Today, the Agency remains steadfast in its belief that every child deserves the right to a bright and successful future.

4C's diligent commitment in providing high-quality services has been recognized by the Council on Accreditation (COA). The international, independent, and nonprofit COA partners with human service organizations to improve service delivery outcomes by developing, applying and promoting accreditation standards.

4C operates under a Board of Directors made up of community volunteers who establish corporate policy and provide direction for the Agency. The Board employs a President/CEO and staff including the offices of the President, Accounting, and Development.

4C's mission is to continue as a community leader in providing high quality services that improve the lives of children and families. Their values include:

- Uncompromising Integrity
- Excellent Fiscal Responsibility
- Mutual Respect for Each Other
- Exceptional Customer Service
- Results-Based Management
- Continuous Quality Improvement

4C provides a variety of services in Orange, Osceola, Seminole, Brevard, and/or Polk counties.

## School Readiness:

The Agency contracts with the Early Learning Coalition of Orange County and the Early Learning Coalition of Osceola County, local governments, and not-for-profit organizations to provide income-eligible families with child care financial assistance.



**Voluntary Pre-Kindergarten:** 4C participates in the Florida Department of Education VPK program designed to prepare 4-year-old children for kindergarten and build the foundation for their educational success.

## Child Care Resource & Referral (CCR&R):

The Agency administers the CCR&R program funded by Florida's Division of Early Learning, in partnership with the Early Learning Coalition of Orange County and the Early Learning Coalition of Osceola County, to provide free resource and referral services to quality early child care and education programs.

**Head Start/Early Head Start:** The Agency accounts for resources for Head Start and Early Head Start from the U.S. Department of Health and Human Services and the Florida Department of Health. The programs promote school readiness and childhood development of children birth to 5 years old from income-eligible families.

**Child Care Food Program (CCFP):** CCFP accounts for resources from the Florida Department of Health that subsidize meal costs for income-eligible children under the National School Lunch and Child Nutrition Act to fight childhood hunger and obesity.

**Neighborhood Centers for Families:** The Orange County Citizens' Commission for Children funds family support resources for 13 neighborhood centers in Orange County.

**Teacher Training and Exams:** The Agency accounts for resources received from the Florida Department of Children and Families for state-mandated training services and resources for other training programs.

# THE POSITION

The Chief Officer of Education (COE) is responsible for the daily leadership and guidance of all 4C Head Start, Early Head Start, and Early Head Start Child Care Partnership programs in a multi-county service area. The COE reports to the President/Chief Executive Officer (CEO) and has oversight for a Senior Program Manager of Comprehensive Services, Senior Program Manager of Education & Inclusion, Quality Assurance Coordinator, and a Program Assistant.

The COE is charged with bringing new and innovative child development/education strategies to bear,

ensuring children's readiness for continued learning and ensuring all Federal Head Start Program Performance Standards, the Head Start Act, all Program Instructions, all Information Memorandums, and all state and local regulations applicable to these programs are met.

Duties and responsibilities of the Chief Officer of Education include, but are not limited to, the following:

- Oversees and maintains fiscal control over Head Start, Early Head Start, and Early Head Start Child Care Partnership budgets. Works closely with the Finance/Accounting Divisions in planning, as necessary, budget amendments and the annual refunding application. Ensures staff compliance with spending levels, procurement policies, and inventory control. Provides program and fiscal information each month to the Policy Council and the 4C Board.
- Develops the program's annual report as required by the Office of Head Start.
- Provides coaching, mentoring, and oversight to assigned staff and volunteers including recruitment, hiring, supervision, evaluation, termination, and complaint resolution.
- Maintains a thorough understanding of the Head Start Early Learning Outcomes Framework.
- Develops strategies to generate the 20% non-federal share requirement of funding and ensures all programs meet this requirement. Works with the "Learning Genie" to generate additional program In-Kind.
- Prepares annual, as well as supplementary, grant applications in coordination with the 4C Resource Development Department, the 4C Accounting Department, the Policy Council, the 4C Board of Directors, and other stakeholders.
- Oversees and directs the planning, organizing, and implementation of education services for children to increase their social competence; monitors child and family developmental outcomes. Remains on the cutting edge of all child development research and practices.
- Represents 4C and the HS/EHS program in the community. Develops and maintains relationships with agencies such as the school districts, the Part C agency, health departments, county commissioner boards, and Early Learning Coalitions.
- Serves on the 4C Senior Leadership team, providing input, program updates, and innovative ideas to promote the growth and well-being of the organization.
- Assists in the development of each Five-year Community-Wide Assessment and annual Self-Assessment updates. Uses this data to facilitate strategic program planning,



including, but not limited to, defining service areas, deciding on program options, and setting short- and long-range goals.

- Develops meaningful and realistic program plans by analyzing results from the previous year's program improvement efforts and multiple data sources (e.g., community assessment, program self-assessment, Program Information Reports, performance appraisals, federal and state monitoring reports, child outcomes) to identify program improvement needs.
- Examines data to identify what is and is not working; identifies trends in needs, strengths, and challenges, connecting different data types and sources to get a bigger picture; compares data, such as conducting a longitudinal analysis that compares the same data from year to year, or comparing Head Start data to external local, state, or national data.
- Ensures continuous reliability of the information database system (Child Plus).
- Designs, develops, implements, and maintains ongoing monitoring and continuous improvement systems and procedures to ensure continuous program quality and improvement.
- Ensures representation of Early Head Start and Head Start staff on Agency Quality Improvement teams, Safety Committees, and other Agency-wide initiatives as they are developed and implemented.
  - Participates in the Agency Diversity, Equity & Inclusion (DEI) initiatives and Quality Improvement Programs.
  - Other relevant duties, as assigned.

## IDEAL CANDIDATE

4C is a midsized but complex, multifaceted agency with multiple funding streams. While it is highly regulated and has many challenges, the Agency is an organization of diversity, respect, integrity, and commitment with a high priority on children's education, safety, and wellbeing.

A strong administrator who is very knowledgeable and experienced in early childhood education programs, specifically in Head Start and Early Head Start, is needed. A working manager who is dedicated and committed to the Agency's mission and dedicated to the advancement and safety of children is sought. The COE works very closely with the President/CEO, as well as partnering with other divisions within the agency, to align with and achieve the Board's priorities and the Agency's goals and objectives. A leader who empowers, supports, and develops staff with a coaching/mentoring leadership style is needed. Must be decisive, tenacious, detail-oriented, flexible, and able to multitask. The new COE must be able to work autonomously in a fast-paced, challenging environment.

As a spokesperson for the program, the COE must have exceptional communication skills including verbal, written, and presentations. Must have a proven ability to build a strong network and develop relationships with stakeholders including parents, providers, regulatory and other agencies, and community members. Experience in fiscal management, budgeting, fundraising, and grant writing is essential.

The COE is expected to grow programs and help increase resources to ensure sustainability and to uphold the Agency's reputation as a long-term, effective provider of quality services.

Requirements include graduation from an accredited four-year college or university with a Master's degree in Early Childhood Education, Education, Public or Business Administration, or a related field. Additionally, ten (10+) years of administrative and managerial experience in Early Child Development or a related field is required. A Ph.D. in Early Childhood Education along with four (4+) years management experience in a Head Start or Early Head Start program is highly preferred. A comparable amount



of training, education, or experience may be substituted for the minimum qualifications.

## COMPENSATION

The starting salary is open, dependent upon qualifications, and accompanied by an excellent benefits package. Florida does not have a state income tax.

## TO APPLY

If interested in this outstanding opportunity, visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online. The first review of resumes will take place on November 8, 2021; position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with 4C. Candidates will be advised of the status of the recruitment following the selection of the Chief Officer of Education.

Questions may be directed to:

S. Renée Narloch & Associates  
[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000  
[www.srnsearch.com](http://www.srnsearch.com)

For more information, visit [www.4Cflorida.org](http://www.4Cflorida.org). 4C is an Equal Opportunity Employer.

*Pursuant to Florida's broad Public Records/Sunshine laws, applications and resumes are subject to public disclosure.*

