



## Huerfano-Las Animas Counties Early Childhood Council

### Job Title: **Universal Preschool (UPK) Specialist**

FLSA Status: Non-exempt

FTE: 40 hours per week, 1 FTE

Reports to: HULA Early Childhood Council Coordinator

Pay rate: \$40,000- \$45,000 annual salary with a fringe benefit package of 2 week paid Vacation, 15 paid Sick Days and 12 paid Holidays a year. Also included Medical/Dental/Vision after 60 days for the employee and a 401K-retirement plan through CCOERA with 3% agency match after 6 months.

Term: July 1, 2023 to June 30, 2024 (renewal based upon grant funding)

#### **Huerfano-Las Animas Counties Early Childhood Council**

Huerfano-Las Animas Counties Early Childhood Council (HuLA) seeks to develop a Huerfano and Las Animas County integrated system of care that promotes the health and education of young children, their families, and their providers. We collaborate with all professionals and agencies that participate in a child's and family's life to build a solid foundation of health and education best practices. Our mission is to create an environment where all children are valued, healthy, and thriving. Learn more at <https://la-h-health.colorado.gov/services/early-childhood> to learn more about the work in the community. fiscal agent is the Las Animas-Huerfano Counties District Health Department (LAHCDHD).

HuLA Council provides a supportive work environment with opportunities for professional development and skill building responsibilities. Our leadership team is supportive, enthusiastic, involved, respectful of all employees, their families, and the work-life balance. Flexible schedules and work from home options are available to support this position maximizing the efficiencies of their knowledge, skills, and abilities.

#### **Job Summary**

The Universal Preschool Manager is the essential position in coordinating resources, policies, processes, and support in implementing Universal Preschool (UPK) in Huerfano and Las Animas County. This position oversees the growth and expansion of systems of support for early childhood, with an aim of implementing Universal Pre-K (UPK), retaining current staff in the field, and building a pipeline of new staff entering the field. This position will support the overall direction of the HuLA program through participation, community engagement, and in carrying out the essential work of this critical position. This position will assist collaborating agencies, partners, and community providers in problem-solving and creating a plan to move toward a local system of mixed delivery UPK application, enrollment, and coordination. This position will also support data collection to aid in data-driven decision-making and will serve as the state-to-local liaison. This position uses extensive knowledge of early childhood education best practices, knowledge and experience in building relationships and coordinate resources for childcare centers, preschools, and family childcare home providers with the Universal Preschool program.

- This position requires driving to meet with individuals and organizations both locally and regionally.



Las Animas-Huerfano Counties District Health Department  
412 Benedicta Ave, Trinidad, CO 81082

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- Current Driver's License and auto insurance in good standing and pass a background check required for gainful employment.
- Office hours are Monday through Friday from 8am to 5pm, and maybe some evening and weekends. Hybrid/remote is a possibility.

### Primary Responsibilities

- Support the leadership of HuLA and LAHCDHD by leading implementation of HuLA Local Coordinating Organization (LCO) Community Plan, engaging stakeholders, providers, and families in the process, as indicated in the plan.
- Guide the development and implementation of scopes of work including, but not limited to responsibilities and duties related to the Local Coordinating Organization (LCO) and Universal Pre-K (UPK) implementation, and systems building related to the areas of learning and development, health and well-being, as well as family support and education.
- Acts as the liaison between the Colorado Department of Early Childhood and the local community on the rollout of the UPK application process including ensuring assistance to families in applying for early childhood and family support programs across a mixed delivery system and monitoring the initial rollout of the application system. Attends meetings and shares information in a timely and accurate manner.
- Support the development of a unified community plan for the successful rollout of Universal Preschool. Leverage established strategic plans and community plans to support expansion of longer-term birth to five goals for delivery of comprehensive early childhood services and supports for Huerfano and Las Animas County.
- Plan outreach strategies for early childhood services and family support programs on implementing Universal Preschool.
- Collaborate with community services to implement resources providing holistic services for families, including food, cash assistance, and health care.
- Develop and regulate Universal Preschool application and enrollment process for both families and Early Childhood Education provider sites in Las Animas and Huerfano Counties, ensuring the greatest practicable degree of family access to early childhood and family support programs.
- Implements the Huerfano and Las Animas County LCO Community Plan, ensuring alignment with legislation and state determinations. Drives plan revisions as needed, in collaboration with determined stakeholders.
- Collaborates with UPK providers to determine allocation of spots for children across the county, guided by the Huerfano and Las Animas Counties LCO Community Plan.
- Collaborates with other LCO's to provide families access to early childhood and family support programs and services in other communities where appropriate.
- Works with families to provide the best placements possible for children with special needs and coordinates with providers regarding appropriate placement and service provision.
- Develop and maintain positive relationships with HuLA Council members and other community professionals through effective coordination, communication, and continuity.
- Serve as an ambassador, representing HuLA and the LAHCDHD in a positive light to third parties.
- Maintain confidentiality and family-related information and data.
- Work in positive, productive manner with executive leadership, accept direction well, and communicate progress and issues up in a proactive manner.

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- Ensure that service delivery and operations meet both the needs of children and their families by providing safe, trauma-informed, supportive programs.
- Ability to work well under stressful and emotionally-taxing circumstances and engage in effective self-care.
- Engage community and regional stakeholders that support families and Early Childhood Education providers and enhance implementation of birth to five systems.
- Support the development of a plan for the allocation of equitable access and funding with consideration for parent's choice of provider and income status.
- Identify and work in collaboration with existing early childhood education training programs to maximize educational and professional development opportunities for early childhood education providers.
- Support with early childhood education workforce retention and recruiting that is culturally and linguistically relevant to the community.
- Support HuLA Early Childhood Council Director with allocation of local early childhood funding and state preschool program funding to public and private providers and prioritize low income families.
- Work with Universal Preschool providers to ensure the collection and reporting of key systems level data.
- Performs other duties as required

### **Knowledge, Skills, and Abilities**

- Ability to outreach to licensed childcare sites to develop and enhance relationships.
- Knowledgeable of integrated systems and/or systems change.
- Expertise with early childhood programs or services and knowledge of community resources
- Ability to work with diverse individuals and agencies.
- Promote consensus among diverse opinions.
- Able to balance multiple priorities, various goals, and needs.
- Excellent written and oral communication skills.
- Knowledge of best practices in ECE classroom settings, including environment, teacher/student interaction, social/emotional best practices.
- Function and work effectively both independently and as part of a team.
- Ability to plan and complete projects within designated timeframes.
- Available to work flexible hours (occasional evening and weekends).
- Ability to manage conflict constructively and apply critical thinking skills to develop solutions for unanticipated issues and challenges.
- Must be proficient in a Windows and web-based technology environment.
- Ability to maintain strict confidentiality regarding work performed.
- Ability to collect required data and report

### **Education/Experience**

- A minimum of a bachelor's degree in a relevant field. A minimum of three years of leadership or management in a relevant field is required. Experience with or an in-depth understanding of early childhood systems work is highly desirable. Bi-lingual Spanish, preferred. Comprehensive knowledge of the local Huerfano and Las Animas community and culture.



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### **Physical/Environmental Characteristics**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. This position will require the use of a personal vehicle and occasionally a work from home station.

### **Application Process**

Qualified candidates should submit our application for employment (located on our website: <https://la-h-health.colorado.gov/services>) and their resume to HuLA Early Childhood Council, 412 Benedicta Ave, Trinidad, CO 81082, or email: [jsmcdonald@la-h-health.org](mailto:jsmcdonald@la-h-health.org).

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.