



The Illinois Head Start Association (IHSA) is seeking an experienced Head Start/Early Head Start professional, who is well respected among our community, to enhance the understanding of the state’s early childhood data system among Head Start/Early Head Start programs and support data sharing agreements between Head Start/Early Head Start and the Illinois Department of Human Services. This is a short term, 3 - 4 month, contractual position, for approximately 20 hours per week. A majority of the work will be completed virtually with minimal travel. This position will not require the individual to be located at our Springfield Office.

The Illinois Head Start Association (IHSA) is the steadfast voice focused on equity and vested in the highest level of quality for children and families most in need. Our mission is “To mobilize, strengthen, and inspire our membership in the interest of our children, families, staff, and communities.”

We would love to meet you if you believe you are a good fit. If interested, please submit a resume and cover letter to Lauri Morrison-Frichtl at lfrichtl@ilheadstart.org. Put your complete name and “Data Coordination Specialist” in the subject line of your email submission. The job will remain open until filled.



**Illinois Head Start Association
Data Coordination Specialist**

Illinois Head Start Association

The Illinois Head Start Association (IHSA) is the steadfast voice focused on equity and vested in the highest level of quality for children and families most in need. Our mission is **“To mobilize, strengthen, and inspire our membership in the interest of our children, families, staff, and communities.”**

IHSA’s Core Values include

- Impassioned leadership that proactively pursues the possibility of change
- Integrity through transparency and accountability
- A unified voice, reflecting diversity and respect for all
- Pursuit of innovation and best practices
- Relationship-based partnerships that promote intentional collaboration
- Life-long learning

3 - 4 month Contractual Position/Approximately 20 hours per week

The IHSA is seeking an experienced Head Start/Early Head Start professional, who is well respected among our community, to enhance the understanding of the state’s early childhood data system among Head Start/Early Head Start programs and support data sharing agreements between Head Start/Early Head Start and the Illinois Department of Human Services. A majority of the work will be completed virtually with minimal travel. This position will not require the individual to be located in our Springfield Office.

Primary Position Function/Summary of Responsibilities:

Work with all Illinois Head Start/Early Head Start Grantees to support data sharing agreements between Head Start/Early Head Start and the Illinois Department of Human Services. These formal data sharing agreements support the work of the Illinois Longitudinal Data Sharing 2.0 Data Request Research Program. Enhance Head Start Grantees’ understanding of the early childhood data system by maintaining an ongoing dialog with all grantees throughout the process.

Overall Goal:

Support linkages of Head Start/Early Head Start data with state systems. When Head Start/Early Head Start data are linked to other early care and education data systems, the data collected by Head Start/Early Head Start programs (i.e., regarding their children, program services, and workforces) can both assist in informing key decisions being made by state policymakers and in guiding efforts to improve early childhood program responsiveness and effectiveness.

Head Start/Early Head Start data are a vital component for any comprehensive early childhood data system. A fully coordinated early childhood data system, inclusive of data from Head Start/Early Head Start, PFA/PFAE/PI, child care, early childhood special education, and other publicly-funded early care and education (ECE) programs, will provide a comprehensive picture of our early childhood systems. State policymakers will gain a full picture of the status of young children and their progress over time, early childhood services, program quality, and the early childhood workforce.

Armed with this knowledge, Illinois will have the potential to reap many benefits, such as enhancing access to high-quality programs for all children, improving program quality, building a more effective ECE workforce, and ultimately, improving child outcomes.

Major Duties and Responsibilities:

- Establish and maintain relationships with individual Head Start/Early Head Start programs.
- Gain general understanding of ILDS program, Department of Human Services’ (DHS) Data Sharing Agreement (DSA) with Head Start/Early Head Start.
- Establish key talking points to assist with setting up, meeting, and attaining participation agreement

with Head Start/Early Head Start Grantees.

- Gain general understanding of Illinois' Head Start Grantees, including their various programming and data systems being used (e.g., COPA, Child Plus, etc.).
- Set up Contact List of all Illinois Head Start/Early Head Start Directors/Grantees, prioritizing them by probability of signing the Data Sharing Agreement (DSA) and size of organization (e.g., enrollment numbers, software systems).
- Set up metrics via Excel Spreadsheet to track touch points, meeting results (signed DSA, not interested, another meeting required), and next steps (if needed).
- Schedule time to meet with each Head Start Director/Grantee using prioritized Contact List.
- Conduct individual meetings with each Head Start/Early Head Start Grantee to:
 - increase Grantee's knowledge and understanding of the IL DS program;
 - secure the Head Start/Early Head Start Grantee for participation in the ILDS2.0 Data Request Research Program;
 - sign the Data Sharing Agreement with IL Department of Human Services.
- Continue to assess strategy and improve approach and outreach as appropriate.
- Provide weekly updates on metrics, such as: number of meetings scheduled, number of "touch points," number of DSAs signed, and number of Head Start/Early Head Start Grantees uninterested in participating, etc.

Position Requirements and Qualifications

Education:

Required: Bachelor's degree in early childhood or a related field such as social work, special education, health, psychology, etc.

Experience:

Required - Knowledge and experience of Head Start/Early Head Start, recognized as a leader among the Head Start/Early Head Start community, proven communication and collaboration skills, ability to navigate complex situations and build relationships.

Preferred - Knowledge of early childhood data systems and Head Start/Early Head Start software systems.

Knowledge Requirements:

- Comfortable reaching out to, and setting up meetings with, Head Start/Early Head Start Directors
- Experience conducting meetings either by phone, email or online
- Intermediate user of Excel Spreadsheets and Word
- Organized
- Marketing skills
- Collaborator and relationship builder
- Self-motivated
- Ability to work independently and maintain professional boundaries and confidentiality
- Strong organization and time management skills, ability to meet tight deadline

How to Apply?

Please submit a resume and cover letter to lfrichtl@ilheadstart.org. Put your complete name and "Data Coordination Specialist" in the subject line of your email submission.