Governor’s Office of Early Childhood Development
Position Description
ExceleRate Pilot Project Coordinator

The Governor’s Office of Early Childhood Development (GOECD) leads the state’s initiative to create an integrated system of quality early learning and development programs to support Illinois’ vision:

We envision Illinois as a place where every young child – regardless of race, ethnicity, income, language, geography, ability, immigration status, or other circumstance – receives the strongest possible start to life so that they grow up safe, healthy, happy, ready to succeed, and eager to learn.

The ExceleRate Pilot Project Coordinator is responsible for ensuring that the Pilot project Intergovernmental Agreement and Subgrants operate in accordance with grant terms and conditions. The ExceleRate Pilot Project Coordinator also analyzes budget and performance data and suggests course corrections and improvements based on the analysis.

Reports to: QRIS (ExceleRate) Policy Director

Essential Duties and Responsibilities

- Ensure that the Intergovernmental Agreement (IGA) with the Illinois Department of Human Services (IDHS) and Subgrants with the McCormick Center and INCCRRA operate in accordance with grant terms & conditions.
  - Contribute to finalizing the revised (pilot) ExceleRate standards. Support related activities (discussions, editing, etc.) as assigned.
  - Participate in discussions with IDHS to design new format and procedures for site contracts. Contribute information from other contracting systems, including Head Start and Early Childhood Block Grant.
  - Work with INCCRRA to incorporate pilot standards and procedures in ExceleRate website and operations documents.
  - Work with the McCormick Center to implement on-ramp leadership training based on the Whole Leadership Framework and tailored to address the challenges of this project.
  - Process requests for reimbursement and budget revisions.
  - Oversee program reporting as required by the grant.

- Analyze budget and performance data
  - Track expenditures to detect problems, trends and patterns. Flag areas of concern and areas of success. Follow up with IDHS and subgrantees on issues.
  - Track child care program reporting and performance data including compliance with site staffing as required by contracts, staff turnover rates, site progress on meeting ExceleRate standards, and other variables. Flag areas of concern and areas of success.
  - Analyze McCormick Center leadership training and program assessment results. Working with McCormick Center staff, flag areas of concern and areas of success. Suggest project modifications where indicated.
  - Work with project evaluator to structure evaluation questions and activities. Review interim results collected by evaluator and coordinate discussion of course corrections for this project.

Qualifications and Requirements

- Bachelor’s Degree in Early Childhood Education, Psychology, Public Policy or related field. Master’s Degree preferred.
- Experience in education or public policy
**Competencies**

- Commitment to the GOECD’s vision and mission
- Ability to develop and analyze budgets
- Skill in data analysis, including use of spreadsheets and generation of reports
- Familiarity with early childhood care and education
- Ability to work independently and collaboratively

*This position is part-time (requiring an 18.75 hour work week, on average), contractual, and time-limited to the grant period with the possibility to extend.*

Send Cover letter and Resume to: Governor’s Office of Early Childhood Development c/o GOV.OECD@Illinois.gov