
Selected Work Experience:

Vice President of Early Education Programs, Parents And Children Together, 5/2016 to present

- Plan and directs the implementation and administration of the Head Start and Early Head Start programs, and any other initiatives with an early education focus.
- Accountable to executive leadership and Board of Directors for all program services, expenditures and budgeting activities, and human resources in his portfolio of programs.
- Provides leadership to agency staff in all related matters and guides the education services and family engagement approach for all developmental education programs.
- Develops and maintains effective relationships with PACT's numerous stakeholders including funding source(s), other health and human service providers, community networks, and collaterals.
- Participates in education and advocacy efforts at the community and State levels.
- Responsible for identifying, developing and obtaining funding for programs that accomplish the mission and vision of PACT.
- Provides oversight on fiscal matters of all programs under his supervision.

Program Director, Parents And Children Together, Early Head Start/Head Start, 8/2007 to 5/2016

- Ensures that the program is operating in a manner that meets the Head Start performance standards, state guidelines and other applicable regulations.
- Works with the Operations Department to develop operating budgets and to develop and update job descriptions and salary ranges.
- Seeks and maintains funding for the program, providing leadership in grant writing, and maintains productive relationships with funding sources.
- Establishes program policy and coordinates operational procedures to include providing staff support and directions to the Early Head Start/Head Start Policy Council.
- Provides leadership to program staff and assumes all responsibilities of a supervisor for the staff reporting directly to this position.

Assistant Director, Parents And Children Together, Early Head Start/Head Start, 7/2006 to 8/2007

- Provides leadership to program staff, assumes all responsibilities of a supervisor for the program supervisors (4 Early Head Start Area Coordinators and 1 Head Start Program Supervisor) who oversee classroom staff
- Ensures that programs are operating in a manner that meets federal performance standards, COA standards, state guidelines, and other regulations
- Participates in program planning and is responsible for the development, implementation and monitoring of program operations

- Responsible for keeping the program current on best practices regarding early childhood education and takes the lead in coordinating accreditation activities for the program

Comprehensive Services Manager, Parents And Children Together, Early Head Start/Head Start Program, 10/2004 to 7/2006

- Develops, implements and coordinates all support systems and services necessary for a comprehensive early childhood education program in accordance with established standards and guidelines
- Participates in program planning and assessment of effectiveness, and establishes protocols for access to specialists and consultants.
- Provides leadership to program staff, assumes all the responsibilities of a supervisor for the program specialists (disabilities, education, health, and family) and develops contracts with consultants and monitors their performance.
- Reviews and signs all required documents for assigned children and staff, and ensures that files are complete and current.
- Responsible for the coordination of the best use of center facilities, equipment and vehicles for the purpose of accomplishing program goals.
- Analyze, plan, and implement staff trainings, in collaboration with managers/specialists, based on program and staff needs.

Family Services Coordinator, Parents And Children Together, Early Head Start/Head Start Program, 12/2002 to 10/2004

- Participated in the development of Individual Family Partnership Agreement (IFPA) and assist staff in ensuring that each IFPA is individuated accordingly
- Coordinated a systematic approach to identifying and meeting family needs which includes collaborating with community resources and other PACT programs
- Trained and educated staff on parent involvement and community resources
- Administered the planning and implementation of direct services for three (3) Head Start Initiatives: Family Literacy, Fatherhood Program, Youth Involvement

Father Facilitator, Parents And Children Together, Hui Makuakane, 10/2000 to 12/2002

- Worked with fathers, with children age 0-3 years old, on understanding the importance of fatherhood.
- Provided community resources to aid fathers in meeting their needs and goals.
- Assisted fathers in goal planning, job employment, child development, parenting and other pertinent activities.
- Assessed fathers' parent-child interaction using the Parent-Child Interaction Scale
- Conducted home visits with fathers and their families.
- Facilitated independent living skills such as budgeting, time management, and anger management.
- Informed fathers and families on realistic expectations of their child's development with the use of the Hawaii Developmental Chart.
- Coordinated and planned outings and activities for fathers and their families.
- Participated in the ongoing development of the Hui Makuakane-Fathering Program
- Generated monthly and quarterly reports to document achieved outcomes, accomplishments, and concerns.
- Co-chair for the Hawaii Coalitions for Dads, which organizes events and promotes responsible fatherhood practices within agencies and communities

Education:

Chaminade University, HI M.S. (Counseling/Psychology)
University of Hawaii, at Manoa, HI B.S. (Family Resources)
Kapiolani Community College, HI A.A. (Liberal Arts)
Kamehameha Schools, HI High School Diploma

Affiliations

- Head Start Association of Hawaii, 2008 – 2018 (Treasurer), 2018 – current (President)
- Region 9 Head Start Association, Board Member, 2018 - current
- Early Learning Board, Head Start Provider Representative, 2016 – current
- UCLA New Directors Mentoring Initiative, Mentor, 2017 and 2019
- Early Learning Advisory Board, Home Visiting Representative, 2012 – 2015
- Department of Human Services Child Care Advisory Committee, Head Start Representative, 2010 – 2014
- Region 9 Head Start Association, Board Member, 2008 – 2010
- UCLA/Johnson & Johnson Head Start Management Fellows Program, 2009
- Hawaii Coalition for Dads, Co-Chair, 2000 – 2002
- Nurturing Families Facilitator, 2001