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**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 individualized 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