**A HIPPY Executive Director at the Local Partnership**

When two counties collaborate to implement HIPPY, the Executive Directors (EDs) of each county play vital, high-level roles in ensuring strategic alignment, shared leadership, and successful program delivery. Their roles often include joint planning, resource-sharing, and partnership building. Here's a breakdown of key roles for Executive Directors in a collaborative HIPPY implementation in which collaborative leadership best practices are used.

**Essentials:**

* Mutual trust and transparency
* SC First Steps State Office and EDs will schedule regular check-ins to align and address any concerns early.
* Celebrate shared successes to strengthen team morale across counties.

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| **Strategic Leadership & Collaboration** | **Funding & Resource** **Management** | **Oversight of Program** **Staff & Structure** |
| * Establish and maintain the partnership between the two counties, including shared vision, goals, and decision-making protocols.
* Develop and formalize collaborative agreements (e.g., MOUs, shared staffing models, joint funding).
* Define clear roles and responsibilities between counties to avoid duplication and ensure accountability.
* Participate in joint planning meetings to align on program objectives, recruitment targets, and timelines.
 | * Secure and manage funding from SC First Steps, local foundations, or other sources.
* Coordinate budget planning, including shared expenses (e.g., curriculum, staff training, technology).
* Oversee resource allocation, ensuring equitable support for both counties’ families and staff.
 | * Provide high-level supervision or guidance to HIPPY Supervisors and/or Program Supervisors in each county.
* Ensure staffing levels are adequate and meet program demands in each community.
* Support shared training opportunities for Home Visitors, Supervisors, and administrative staff.
* Complete the HIPPY LMS System for HVs to learn about the parenting program.
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| **Accountability & Quality Assurance** | **Community & Stakeholder Engagement** | **Sustainability & Innovation** |
| * Monitor program outcomes and deliverables jointly to ensure compliance with grant/funder expectations.
* Use data-driven decision-making to assess performance across counties and identify areas for improvement.
* Coordinate with state office on evaluation tools, annual reports, and feedback loops with funders and partners.
* Engage in data discussions and assist in preparation of data reports quality to ensure quality improvement.
 | * Represent the HIPPY program in local, regional, and state-level conversations.
* Build relationships with schools, 4K centers, public schools, family childcare home, and service providers across both counties.
* Serve children that are not enrolled in any school or childcare program.
* Promote HIPPY through joint marketing, outreach, and recruitment strategies.
* Promote recruitment and retention strategies for families.
 | * Plan for long-term sustainability, including succession planning, diversified funding, and workforce development.
* Identify opportunities to pilot new approaches (e.g., bilingual delivery, father engagement, virtual visits).
* Share lessons learned between counties to promote innovation and continuous improvement.
* Engage with local elected officials and community leaders to advocate for program sustainability.
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**A HIPPY Supervisor**

Home Instruction for Parents of Preschool Youngsters, a HIPPY Supervisor plays a crucial leadership role in ensuring the program is implemented with fidelity, quality, and impact. Their responsibilities typically span administrative, supervisory, and coaching domains. Below are some key roles of a HIPPY Supervisor:

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| **Program Management & Oversight** | **Staff Supervision & Development** | **Family & Community Engagement** |
| * Coordinate and oversee day-to-day operations of the HIPPY program.
* Ensure fidelity to the HIPPY model and curriculum guidelines.
* Monitor program enrollment, retention, and completion of home visits.
* Collect, analyze, and report data for internal use and for reporting to funders (e.g., SC First Steps).
* Manage program timelines and ensure all deadlines (e.g., assessments, progress reports) are met.
* Complete the HIPPY LMS System for supervisors to learn about the parenting program.
 | * Recruit, hire, train, and supervise Home Visitors.
* Conduct regular observations, feedback sessions, and performance evaluations.
* Provide ongoing coaching and support to build capacity and confidence.
* Facilitate team meetings, weekly role play training, and peer learning opportunities.
* Provide regular reflective supervision for each HV
 | * Promote and model respectful, strengths-based engagement with families.
* Partner with and support outreach and recruitment of eligible families (e.g., via 4K centers, partner agencies).
* Build relationships with local partners (schools, early childhood programs, service agencies) to strengthen family supports.
* Organize group meetings or family events with HVs, reinforcing parent-child learning and community connection.
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| **Curriculum & Instructional Support** | **Compliance, Reporting & Documentation** | **Innovation & Problem-Solving** |
| * Ensure HV deliver weekly curriculum lessons accurately and effectively.
* Troubleshoot challenges related to home visit delivery, family engagement, or understanding of materials.
* Encourage culturally relevant, developmentally appropriate teaching strategies.
* Stay current on best practices in early childhood development and parent engagement.
* Engage in weekly role play trainings.
 | * Maintain accurate and timely records of home visits, assessments, and participation data.
* Ensure confidentiality and adherence to ethical practices and grant requirements.
* Complete required reports for HIPPY US, SC First Steps, or other funders.
 | * Identify barriers to participation (e.g., transportation, scheduling, literacy) and work toward creative solutions.
* Adapt delivery methods as needed (e.g., remote visits, group models).
* Use data and feedback to inform continuous quality improvement.
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