**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. |
| **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. |

**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. |
| **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. |