

Alan Guttman

323-627-6770

alanmguttman@gmail.com

SUMMARY

Highly knowledgeable and experienced director and project manager of birth to 12 programs, non-profit and public Head Start programs. Administrator of federal and state grants and contracts. Focused on: early care and education; program monitoring; strategic planning and management systems; professional development and technical assistance; child outcomes data collection, analysis, and reporting; family and community engagement; efficient and compliant operations; sound fiscal and human resources management; effective and timely fulfillment of contract deliverables.

LEADERSHIP & MANAGEMENT

- Johns Hopkins University – Director of Early Childhood Policy and Systems** (Columbia, MD) 2014-
Lead validation study of the Maryland State Department of Education child care quality rating and improvement system (QRIS). Develop initiatives to expand the provision of training and technical assistance support services to national, regional and state early childhood programs and QRIS systems. Focus on child engagement as a quality indicator.
- Claremont Unified School District – Director, Child Development Programs** (Claremont, CA) 2005-2009
Administrator of public school district child development program serving over eight hundred children from birth through twelve years. Oversee \$5 Million budget for state preschool, universal preschool, latchkey, family child care home education network, school age child care programs.
- Los Angeles County Office of Education – Head Start Management Consultant** (Downey, CA) 2001-2005
Full-time lead position responsible for county-wide implementation of child outcomes and kindergarten readiness assessment data collection, analysis, and reporting for 23,000 preschool children. Provide monitoring, training, and technical assistance to Head Start programs.
- Pacific Asian Consortium in Employment – Head Start Project Director** (Los Angeles, CA) 1998-2001
Administrator of Head Start program with one hundred thirty employees serving seven hundred forty three to five year old children and families in Los Angeles. Responsible for overall program operations and an annual \$5.5 million budget. Member of private non-profit leadership team reporting to Board.
- Riverside County Office of Education – Program Development Specialist – Education** (Riverside, CA) 1996-1998
Head Start – State Preschool education specialist responsible for monitoring compliance at county delegate agency programs. Conduct training and provide onsite technical assistance to education staff.

OTHER EMPLOYMENT

- Educare of Washington DC – School Director** (Washington, DC) 2013-2014
Administrative and education leader for start-up Early Head Start / Head Start program serving 119 at-risk children and families in Ward 7. Overall responsibility for: program operations; human resources management; fiscal planning and management; and contract reporting. Represented school in community partnering and collaborative efforts.
- Maryland State Department of Education – Quality Measurement Specialist** (Baltimore, MD) 2013
Provide direct, specialized technical assistance to early childhood programs in the administration of program and teacher quality measurements. Interpret Federal and State policies with regard to the use of program and teacher quality instruments. Coordinate the development and presentation of training for senior Early Childhood education experts to become reliable assessors of program and teacher quality measurements. (Contract/Consultant)
- District of Columbia Public Schools – Data and Monitoring Systems Manager** (Washington, DC) 2010-2011
Manage, plan, develop, and initiate a comprehensive ongoing school-wide Head Start monitoring system. Lead quality assurance team in the development and implementation of an integrated system for tracking, analyzing, and improving service outcomes for 4,700 children at 68 schools.
- Academy for Educational Development (AED) – Director, Early Childhood Services** (Washington, DC) 2009-2010
Director of Region XI Head Start training and technical assistance network serving all American Indian and Alaska Native Head Start programs. Participate in risk management meetings; assess training and technical assistance needs; manage services to grantees, and coordinate with federal contracting officer.

EDUCATION

M.A. Early Childhood Education, New York University
Fellow Head Start Management Fellows Program, UCLA Anderson School of Management
B.A. English, New York University

LICENSES AND CERTIFICATIONS

New York State Nursery-6th Grade Public School Teacher Certificate
California Child Development Program Director Permit
California Professional Clear Multiple Subject Teaching Credential

CONSULTING

Alan Guttman Consulting 1998-
Provide training, technical assistance, and management support to early education programs and initiatives.

- **iManagement Consulting**, *Early Childhood Expert: Television Programming for Children in Nigeria* (2013-14)
- **Arabian Child**, *Child Abuse Reporting Expert: United Arab Emirates Early Childhood Project* (2013)
- **Prometric**, *Principles of Learning and Teaching: Early Childhood Project* (2012-2013)
- **National Head Start Association**, *Quality Initiative – Programs of Excellence* (2012-2013)
- **California Community College**, *Early Childhood Professional Expert Writer* (2007-09)
- **Danya International**, *Federal Head Start Program Reviewer* (2001- 2012)
- **Pacific Oaks College**, *Adjunct Faculty – Child Development* (1988-1993)

GRANT WRITING

| | |
|---|-----------|
| Head Start National Center on Program Management & Fiscal Operations, AED (\$20M) | 2010 |
| Head Start Grant, Pacific Asian Consortium in Employment (\$5.5M) | 1998-2001 |
| Early Head Start, Riverside County Office of Education - 200 children (\$600K) | 1998 |
| Migrant Head Start, Riverside County Office of Education - 200+ children (\$1.2M) | 1996 |

POLICY AND ADVOCACY

Board Member, Infant Massage USA
Maryland Early Childhood Research Advisory Group (RAG)
Maryland Head Start Association, Training and Technical Assistance/Public Policy Committees
California Department of Education/Head Start Desired Results Collaboration Work Group
Los Angeles County Child Care Planning Committee / Co-Chair Strategic Plan Work Group
California Child Development Administrators Association / Co-Chair Public Policy Committee
California Community Advisory Board / University Center for Excellence in Developmental Disabilities
California Head Start Association Strategic Planning Committee
Mt. San Antonio College Child Development Advisory Committee

CONFERENCE PRESENTATIONS

Workshop presenter, trainer, facilitator, and panel discussion member at local, county, state, regional and national professional conferences on the following topics:

- **Sustaining Quality – Plenary Session Speaker** (California Child Development Administrators Association)
- **Child Engagement as an Indicator of Program Quality** (CCDAA, NAEYC, NHSA, MHSA, VAECE, MDAEYC)
- **Head Start's Immeasurable Impacts – Keynote Speaker** (Florida Head Start Association & York County CAC)
- **Strategies for Supporting Mandated Reporters of Suspected Child Abuse** (NHSA, NAEYC, MHSA, Penn Foster)
- **Head Start Triennial Monitoring Review** (Nation Indian Head Start Directors Association, MHSA)
- **Bias and Stereotypes in the Early Childhood Classroom** (NAEYC, Region IX Head Start, Pomona USD)
- **Parents as Active Partners** (California Head Start Association)
- **Emergent Literacy** (Riverside County Office of Education)

PROFESSIONAL MEMBERSHIPS

National Indian Head Start Directors Association
National Association for the Education of Young Children (Maryland & DC Affiliates)
Maryland State Head Start Association
California Child Development Administrators Association

REFERENCES

CHRIS SWANSON

Director
IDEALS Institute
Johns Hopkins University School of Education

(410) 516-9853
chrisswanson@jhu.edu

ED CONDON

Executive Director
Region IX Head Start Association
Sacramento, CA

916-259-0971
econdon@region9hsa.org

ELLENOR HODSON

Former Head Start Director, Riverside County Office of Education
Pomona, CA 91768