

GRANT PROPOSAL: PASADENA PRESCHOOL LEADERSHIP PILOT PROGRAM



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EXECUTIVE SUMMARY

The Pasadena Preschool Leadership Pilot Program will strengthen the leadership capacity of preschool directors, increase staff retention, and improve the quality of early childhood education in Pasadena. By providing personalized coaching, on-site observation, structured leadership training, and a peer support network, this initiative will empower directors to lead effectively, support their staff, and create stable, nurturing environments for young children.

We are requesting \$100,000 in funding to launch a one-year pilot program serving 12-15 preschool directors in Pasadena. The program will track progress and outcomes, generating data that can inform expansion across Los Angeles County.

STATEMENT OF NEED

Pasadena has made early childhood education a priority, recognizing its critical role in shaping lifelong learning and success. One of the strongest indicators of overall program quality in early childhood education programs is the effectiveness of the director (Bloom, 2010; Talan, Bloom, & Kelton, 2014). However, while many programs focus on teacher development and classroom resources, preschool directors often lack access to ongoing leadership coaching, peer support, and capacity-building opportunities.

Without strong leadership:

- Staff turnover rates remain high, leading to instability for young children.
- Directors struggle with burnout and isolation.
- Quality improvement efforts stall due to a lack of consistent leadership capacity.

The early childhood education sector in Los Angeles and California as a whole faces significant challenges that contribute to a workforce crisis, et al., 2015 Powell et al., 2021; Whitebook & Bellm, 2004. These issues affect the quality, equity, and sustainability of ECE services (Gomez et al., 2015). Investing in directors, who set the tone for staff culture and quality, has a direct, lasting impact on teacher retention, family engagement, and children's learning experiences.

PROGRAM DESCRIPTION

PROGRAM GOALS

- Build leadership skills among preschool directors through coaching and training.
- Increase staff retention in participating preschool programs.
- Create a sustainable peer support network for early childhood leaders.
- Establish a scalable model for director support across Los Angeles County.

PROGRAM DESIGN

PARTICIPANTS

- 12–15 preschool directors from Pasadena.

REQUIREMENTS

- Licensed preschool program in Pasadena.
- Serves children ages birth to 5.
- At least 3 staff members.
- Director in role for at least 6 months.

CORE COMPONENTS

Monthly Coaching & Observation

- Trained coaches visit each site, observe leadership practices, and provide individualized coaching.

Quarterly Leadership Workshops

- Training on staff management, retention strategies, and creating strong school cultures.

Peer Support Network

- Monthly roundtables for directors to share strategies and solutions, plus access to an online hub.

Evaluation & Progress Tracking

- Pre/post leadership self-assessments, staff retention tracking, and director feedback surveys.

TIMELINE

Month	Activity
1	Recruit participants and hire coaches
2	Baseline observations and leadership assessments
3	Monthly coaching and observation visits; quarterly workshops
6	Mid-year evaluation
12	Final observations, retention data analysis, and impact report

OBJECTIVES AND MEASURABLE OUTCOMES

OBJECTIVE 1

Increase leadership capacity of preschool directors.

- Outcome: At least 85% of participants show improvement on leadership assessment scores.

OBJECTIVE 2

Improve staff retention.

- Outcome: Participating programs see at least a 15% reduction in turnover rates during the pilot year.

OBJECTIVE 3

Create sustainable director support structures.

- Outcome: At least 80% of directors report ongoing engagement in peer networking after the program.

BUDGET SUMMARY

Item	Cost
Coaching staff salaries (2 part-time coaches)	\$60,000
Training facilitators and workshop materials	\$15,000
Program evaluation and data analysis	\$10,000
Online platform for peer network	\$5,000
Administrative support	\$8,000
Miscellaneous (travel, supplies)	\$2,000
Total	\$100,000

EVALUATION PLAN

Evaluation activities will focus on program improvement and accountability, not research. Directors will:

- Complete pre- and post-program leadership self-assessments.
- Provide staff rosters for retention tracking.
- Complete feedback surveys after coaching and workshops.

Data will be compiled into a final impact report for funders and stakeholders. This evaluation is program-based and does not require IRB approval.

SUSTAINABILITY PLAN

At the conclusion of the pilot, results will be used to secure:

- County-level early childhood initiative funding.
- Private foundation support.
- Cost-sharing with preschool programs for ongoing coaching.

The peer support network will continue at low cost, sustained by the directors themselves with light facilitation.

CONCLUSION

By investing in preschool directors, we invest in children, families, and the long-term strength of early childhood education in Pasadena. This pilot will serve as a model for the region, stabilizing the workforce and raising the quality of care.

We respectfully request your support to launch the Pasadena Preschool Leadership Pilot Program and create a lasting impact for young children and their educators.

REFERENCES

Bloom, P. J. (2010). Measuring work attitudes in the early childhood setting: Technical manual for the early childhood job satisfaction survey and early childhood work environment survey (2nd ed.). National Louis University, McCormick Center for Early Childhood Leadership.

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Calling All Preschool Directors in Pasadena!

Join the Pasadena Preschool Leadership Pilot Program

Do you want more support, stronger leadership tools, and a network of peers who get the challenges you face? This pilot program was designed just for you.

What You'll Get

- **Personalized Coaching** – Monthly one-on-one visits from experienced early childhood leadership coaches.
- **Practical Training** – Quarterly workshops on staff retention, team management, and building a positive school culture.
- **Peer Support Network** – Connect with other Pasadena directors during monthly roundtables.
- **Growth You Can Measure** – Track your leadership progress and celebrate your wins.
- **Resources & Tools** – Access strategies, handouts, and ongoing support.

Why Join?

- Reduce staff turnover and strengthen your team.
- Gain confidence in your leadership role.
- Build lasting connections with other directors.
- Be part of Pasadena's effort to make early childhood education a top priority.

Eligibility

- Current director of a licensed preschool in Pasadena
- Serve children ages birth to 5
- Minimum of 3 staff members
- At least 6 months in your current role

How to Apply

Space is limited! Complete the application at www.ecetrainingsolutions.com by [Deadline Date].



PROGRAM TIMELINE

Recruitment & Application (Month 0-1)

- Distribute flyer and outreach emails to Pasadena preschool programs.
- Interested directors complete a Participant Application Form (see below).
- Selection committee reviews applications based on eligibility and diversity of program types.
- Final cohort of 12-15 directors is chosen.

Orientation (Month 1)

- Kick-off meeting introducing program goals, expectations, and timeline.
- Baseline leadership self-assessment completed.
- Staff retention data collected from the previous year (baseline).
- Directors sign the Participation Agreement.

Coaching & Observation (Months 2-11)

- Monthly on-site coaching visit (2-3 hours).
 - Observation using leadership rubric.
 - One-on-one coaching conversation with director.
 - Action steps set for the following month.

Leadership Training Workshops (Quarterly)

- Workshop 1 (Month 3): Building Your Leadership Foundation
- Workshop 2 (Month 6): Staff Retention & Team Culture
- Workshop 3 (Month 9): Communication, Conflict Resolution, and Family Engagement
- Workshop 4 (Month 12): Sustaining Growth & Looking Ahead

Peer Support Network (Monthly)

- Monthly director roundtables (virtual or in-person).
- Facilitated discussions on real challenges and solutions.
- Online resource hub for collaboration and sharing.

Mid-Year Review (Month 6)

- Progress check-in with each director.
- Adjust coaching and support as needed.
- Collect mid-year feedback.

Final Evaluation & Celebration (Month 12)

- Final leadership self-assessment.
- End-of-year staff retention data submitted.
- Group reflection session and celebration event.
- Final Impact Report shared with participants, funders, and Pasadena officials.

Director Pre-Program Self-Assessment

Instructions: Please rate your confidence in each area on a scale of 1–5.
(1 = Not confident at all, 5 = Very confident)

Leadership & Management

I feel confident in setting a clear vision for my program. (1–5) ☐

I can manage staff schedules and workloads effectively. (1–5) ☐

I handle staff conflicts in a constructive way. (1–5) ☐

I feel confident in recruiting, hiring, and onboarding staff. (1–5) ☐

Staff Retention & Team Culture

I have strategies to support staff well-being and reduce turnover. (1–5) ☐

I provide meaningful feedback and recognition to staff. (1–5) ☐

My program has a positive and collaborative team culture. (1–5) ☐

Communication & Relationships

I communicate clearly with staff, families, and community partners. (1–5) ☐

I feel comfortable addressing difficult conversations with staff or families. (1–5) ☐

I actively seek and use input from my team. (1–5) ☐

Professional Growth

I know where to find resources and support as a director. (1–5) ☐

I have a peer network of other directors I can rely on. (1–5) ☐

I feel confident in balancing the administrative and instructional sides of my role. (1–5) ☐

What do you see as your biggest leadership strength?

What is one area of leadership you'd like to grow in during this program?

At the end of this year, what would success look like for you as a director?
