

April L. Butler

Objective

To obtain a challenging management position in the field of Sociology, Psychology or Criminal Justice, with the opportunity for advancement. Currently Pursuing a PHD in Management.

Experience

November 2024- Present Alliance Center for Education-Head Start
Charlotte, NC

***Associate Early Childhood Education Center Operation Director**

- Oversee the daily operations of multiple early childhood education centers, ensuring compliance with local, state, and federal regulations, including North Carolina DCDEE licensing and Head Start Performance Standards.
- Supervise, support, and evaluate Center Directors to ensure high-quality implementation of curriculum, health and safety standards, and child development practices.
- Conduct regular site visits to monitor classroom instruction, staff-child interactions, sanitation procedures, nutrition practices (CACFP), and physical environments.
- Lead internal quality assurance initiatives by facilitating center audits, corrective action plans, and data-informed improvement strategies.
- Collaborate with Human Resources to support staff recruitment, onboarding, professional development, and performance management.
- Coordinate family engagement initiatives and ensure compliance with PFCE (Parent, Family, and Community Engagement) outcomes.
- Assist in managing center budgets, enrollment projections, and grant reporting requirements to support program sustainability and growth.
- Serve as a liaison between center leadership and executive management to communicate goals, policy changes, and program developments.
- Develop and enforce operational procedures to maintain program quality and improve organizational effectiveness.
- Facilitate pre-service and in-service training for center staff, promoting a culture of continuous learning and professional accountability.
- Support licensing visits, environmental rating assessments (ERS/CLASS), and other evaluation tools to maintain or improve center ratings.
- Lead and participate in health and safety drills, emergency preparedness planning, and child incident reporting.

**June 2024- Sept. 2024
NC**

Cabarrus County Government

Kannapolis,

***Eligibility Specialist II- Adult Medicaid**

- Supervises and evaluates all Child Care Center staff –
- Gathers and reviews household income, financial resources, and residency data; computes budget.
- Reviews declaration forms and other application forms; verifies this information through telephone calls and correspondence with local government representatives, employers, attorneys, neighbors, and other similar contacts.
- Explains program requirements and options and advise or refer client to other programs or services as appropriate. -Informs client of rights and obligations as prescribed by program policies. –
- Responds to inquiries from clients and citizens regarding benefits, application process, and/or program eligibility; provides information and assistance.
- Compute and authorize amounts of assistance for programs. -Enters and retrieves data from the appropriate state and county systems.
- Documents electronic case record. -Produces monthly financial reports; searches documents for posting errors.
- -Operates computer, scanner, calculator, and other standard office equipment incident to maintaining records.
- -Provide social workers with pertinent information gathered during applicant interviews and the process of case maintenance.
- Participates in ongoing training as required.
- Participates in teams, task forces, committees, job fairs, off-site applications and outreach activities as assigned.
- Performs related tasks as required to potentially include but not limited to emergency shelter operations.

November 2022-June 2024

SRCAA-Head Start Department

Salisbury, NC

***Center Manager- West 22nd Child Care Center**

- Supervises and evaluates all Child Care Center staff
- *Assures that the center maintains all N.C. licensing, building, fire, and sanitation standards:
- *Leads the development of center initiatives and improvements:
- *Conduct interviews in hiring process for open center positions:
- *Attend monthly and annually professional development training:
- *Provide monthly audit reporting of attendance, CACFP, inspection, and inventory reports:
- *Provide customer service and quality assurance to staff and families:
- *Conduct monthly fire drills and shelter-in-place drills:
- *Conduct monthly Parent, Family, Community, & Engagement Framework Workshops and Activities:
- *Maintain center budget:

October 2014-November 2022

Guilford Child Development

Greensboro, NC

***Quality Control Director/ChildPlus Administrator**

- Assist in developing and facilitating workshops/webinars for all staff.
- Monitor and measure agency Program Goals
- Train, monitor, indirectly supervise all comprehensive service area processes
- Partner with local social services and community agencies to provide resources to families
- Develop and create policies and procedures for monitoring systems

- Conduct/Coordinate Policy Council and support parent members
- Monitor Enrollment and NCPK Funding Attendance
- Create Internal Monitoring Tools and Design Enrollment Forms in ChildPlus
- Interpreting data, analyzing results using statistical techniques
- Developing and implementing data analyses, data collection systems and other strategies that optimize statistical efficiency and quality control
- Acquiring data from primary or secondary data sources and maintaining databases
- Coordinate Male Involvement Services and Workshops: Proud Fathers United
- Updated Enrollment and Center Information in Head Start Enterprise System
- Monitor, Reported Monthly Data of PIR, and Exported PIR enter Head Start Enterprise System

October 2020-December 2020

Save The Children EHS/HS

Burlington, NC

***Parent, Family, Community, & Engagement/ Governance Specialists**

- Makes recommendations for improvements, when needed. - Monitors to ensure that family support staff regularly collaborate with parents as partners.
- Developing goals and strategies responsive to their expressed needs and ambitions that build on their strengths.
- Monitors the overall impact of family/community engagement support services across programs (including the services provided by contractors) to ensure compliance with Head Start regulations and Save the Children program goals.
- Participates in program wide activities that include, but are not limited to, program planning, self-assessment, community assessment, preparing funding applications, developing and/or revising policies, procedures, forms and plans.
- Reviews and analyzes program data sources in order to develop ideas for program improvement where applicable.
- Monitors ensure that the procedures for determining, verifying, and documenting eligibility of children and families are faithfully adhered to.

**Salisbury-Rowan
Action Agency Head
Start**

Salisbury, NC

Oct. 2011-Oct. 2014

***Family Development Specialists**

- Completed Applications, serve as an advocate for children and families by incorporating PFCE Framework
- Input student's health, enrollment, mental health, and family information into ChildPlus Software, maintain student files
- Responsible for maintaining compliance in Performance Standards, agency Policies and Procedures

August 2009-October 2011 Rowan-Salisbury School System

Salisbury, NC

***Substitute Teacher- All School Levels**

- Prepared lesson plans for learning objectives
- Documented students progress and reported grades
- Perform Development Screenings to identify students' current development
- Conducted Parent Conferences and Home-visits as needed
- Taught all levels -High, Middle, and Elementary

- Assigned Home-work and special projects
- Supervise and monitor students' development progress

Education

Aug. 2004-May 2008 Livingstone College Salisbury, NC

Bachelors of Arts Sociology

- Minor Psychology

Oct. 2010-Sept. 2013 Kaplan University Online

Master of Criminal Justice

- Concentration in Corrections

******Currently Pursuing PHD in Mangement at Walden University Online**

Certifications:

-Emotional CPR Practitioner March 2025

-TESOL/TEFL (Teaching English to Speakers of Other Languages) Certification - August 2025

-Mental Health First Aid (Youth) Certified August 2025

-CLASS Observer Certified August 2025

-North Carolina Certified School Age Level 3 Administrator/ EDU Administrator Level 3

-Researched-Based Incredible Years: Parent Group Leader Instructor Certification (Parent Curriculum)
August 2017

-National Partnership for Community Leadership Fatherhood Development Facilitator Certification
January 2020

-North Carolina Family Development Credential for Family Workers- Duke University
October 2013

-Early Childhood Development Certification – June 2004

Skills: Grant Writer, Adaptability, Great Communication, Organized, Team- work, Creative, Problem-Solver, Conflict Management Skills, Accountability, Work Ethics, Self-Motivated, Professional, Microsoft Office, Microsoft Teams and Streams, Zoom, Conference Calls, ACES, Organizational Behavior, Trauma Informed Care Knowledge

Collegiate Athletics: Lady Blue Bear Softball Player 2004-2008, Bowling Team 205-2007

Professional Organization: Member of Delta Sigma Theta Sorority Incorporated, Originated Beta Kappa Chapter

Experience in Advisory Boards: Head Start Policy Council, Health Services Advisory Committee, GEAR UP Parent Response Team, NCPK Parent Committee

References Available Upon Request
