

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – EARLY CARE AND EDUCATION INITIATIVES

BASIC FUNCTION:

Under the supervision and direction of the Director-Early Care and Education Initiatives and/or other assigned supervisor, provides guidance for the early care, childcare, health and education programs/initiatives, Universal Pre-Kindergarten (UPK) / Universal Transitional Kindergarten (UTK) initiatives, related to early learning; assists with various projects and initiatives that support the Office of the Superintendent and the Office's Strategic Plan; collaborating with various stakeholders and partners through content expertise, supporting implementation of programs, and alignment of federal and state regulations and reporting; provides directions and supervises and evaluates the performance of assigned personnel. Provides leadership in assigned programs and services of the Santa Clara County Office of Education (Office) and is responsible for supporting coordination and communication among the following areas: Local Child Care Planning Council (LPC), Resource & Referral, Quality Matters and the California Preschool Instructional Network (CPIN); and supports alignment and coordination of all other local, state and federal programs and initiatives for youth birth to age 8.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supports the coordination, collaboration, and partnerships for UPK and UTK.

Provides technical assistance to districts as they develop and sustain exemplary P-12 educational programs, based on a thorough knowledge and understanding of current research in child development, curriculum, instruction, assessment, parent engagement, and program design.

Supports the collaboration between the Office and school districts and local providers to establish needs and provide high-level facilitation, professional development, and technical assistance to support program development, professional development, funding, facilities, parent engagement and workforce development.

Maintains critical liaisons and partnerships with local, regional, and state agencies which link with, and support Office programs; works effectively with diverse groups and points of view; listens to and communicates effectively with staff, students, and members of the community.

Commits to exercising the Office's Strategic Plan in working with staff, solving problems, and implementing change; identifies, selects, manages, and evaluates staff in a manner which inspires outstanding performance and morale; directs and reviews-personnel functions, such as, hiring staff development, employee evaluation and discipline.

Supports the development and implementation of department, and Office plans based upon the early learning master plan, strategic plans, and other relevant goals and objectives.

Provides responsive advice, counsel, and education to administrators, faculty and staff on early care, health and education issues and trends; monitors research and law to forecast the impact of changes

upon the delivery of early learning services by and for the Office.

Collaborates with partners and SCCOE staff to implement regular countywide Kindergarten readiness assessments and support efforts to promote the adoption of countywide assessment tools, protocols, and reporting.

Supports the timely preparation, maintenance and distribution of reports and records as required by federal, state, local and Office regulations; participates in state and local activities to promote the Office's interests in the area of early care, health and education; informs and updates school administration on projects, operational changes, and service level objectives; informs senior management of potential problems before they occur and presents solutions.

Support all aspects of early learning data governance.

Reviews, and monitors project management standards for new projects; interprets statutes, regulations, and policies concerned with the legal responsibilities of the early care, health, and education providers; reviews business and administrative educational processes for the possible application of new practices.

Maintains consistent and clear communications with Office administrators and staff regarding plans, timelines, needs, and vision; oversees and monitors budgets and responds to auditor concerns and findings.

Supports the development of documents, research briefs, progress reports, and other collateral on relevant topics to inform the field.

Performs other related duties as assigned

KNOWLEDGE, ABILITIES AND COMPETENCIES:

REQUIRED MINIMUM SKILLS AND ABILITIES:

Demonstrated success as a strong and visionary leader; mastery skill in communicating in critical situations, both orally and in writing; mastery skill in financial and statistical analysis and control; mastery skill in creative and adaptive program planning, design, implementation, maintenance, and evaluation; mastery skill in working with personnel management decisions; mastery skill in working with others in both authority and non-authority relationships on a routine basis.

KNOWLEDGE OF:

The Office's services and responsibilities of departments;

Budget preparation and control;

Applications, current research, and innovations in academic assessment and program evaluation;

State and Federal accountability systems and measures and how measures are calculated;

State and Federal legislation, and the impact to specific student groups including English Learners, low-income students, foster youth, students with disabilities and any underperforming student groups;

California and national early education systems and landscape;

Oral and written communication skills;
Applicable laws, codes, regulations, policies and procedures;

ABILITY TO:

Direct and evaluate the performance of assigned staff;
Apply excellent internal and external customer service and direct staff in developing excellent customer service practices;
Apply and use effective interpersonal skills (tact, patience, courtesy);
Communicate effectively both orally and in writing;
Speak and present to groups, facilitate meetings, training programs, and development discussions;
Synthesize information, strategically align functional areas and business needs to develop actionable content, recommendations, and results;
Interpret, apply and explain rules, regulations, policies and procedures;
Operate a computer and assigned office equipment;
Meet schedules and timelines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
Demonstrates emotional intelligence;
Models inclusive, effective, and authentic communication;
Applies knowledge of the intersectionality of race, equity, and inclusion;
Builds and sustains positive, trusting relationships;
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited college or university with major course work or extensive experience in education; minimum of five (5) years of job-related administrative experience with demonstrated competence in educational leadership, including three (3) years as a principal, site director, and/or school district central office leadership.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Elementary or Secondary Teaching Credential
Valid California driver's license



WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 lbs.;
Dexterity of hands and fingers to operate a computer keyboard

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date
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Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date