

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – EARLY LEARNING SERVICES

BASIC FUNCTION:

Under the direction of the Director III – Early Learning Services, assists in the administration of the Early Learning Services Department; manages the services, standards, and daily operations of the State Preschool Program and related contracts and Head Start/Early Head Start Programs; monitors fiscal and regulatory compliance, and coordinates the implementation of instructional programs in the State Preschool Program; ensures alignment with Head Start program operations in all blended Head Start and State Preschool programs, and supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Assists in the administration of the Early Learning Services Department; directs and supervises the day-to-day operation of student programs provided by the Early Learning Services Department; develops and implements program goals, objectives, policies, procedures, reports, plans and evaluations; assists with the management of collective bargaining agreements

Ensures quality, efficient, and effective child care and development in the Department programs; ensures that the Programs meet the needs of children, parents, and the community; manages compliance of state, federal, and county regulations pertaining to rules and regulations for admission, eligibility, nutrition, health, and safety; ensures compliance in Early Childhood Education programs, including budget, recruitment, programmatic design, policies and procedures.

Ensures the administration of the Early Learning Services Department blended programs (Head Start and State Preschool) are in compliance with state and federal regulations; monitors blended programs to ensure adequate progress is being made towards meeting set benchmarks and strategic plan goals to ensure school readiness of all children.

Provides leadership and ensures compliance of the State Preschool Program with State contract and reporting requirements, staffing ratios and student enrollment.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to State Preschool Program activities; monitors reports and other data regarding State Preschool Program activities, needs, and services, and revisions of State Preschool Program policies.

Develops and prepares the annual preliminary budget for the State Preschool Program; analyzes and reviews budgetary and financial data controls and authorizes expenditures in accordance with established limitations; prepares, administers, and monitors fiscal compliance elements of program funding; submits grant proposals; develops and submits State applications for funding of the program.

Monitors program school readiness goals and objectives and augments curriculum as needed to ensure outcome measures are met; gathers and analyzes data for program monitoring and other specialized compliance reports.

Provides support to Early Head Start Program to ensure children can effectively transition into the Head Start/State Preschool Program; works collaboratively with all Head Start/Early Head Start content experts, consultants, and partners, to ensure quality services are provided to all children and families.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and, disciplinary actions.

Coordinates and provides professional development to educational management administrative support, nutrition and custodial staff; verifies appropriate certificates and permits of staff.

Provides leadership in the development and implementation of instructional programs in the Early Learning Services Program classrooms; provides leadership for the development of curriculum and instructional programs.

Provides technical expertise, information, and assistance to the Director regarding Early Learning and State Preschool Program operations and activities; assists in the formulation and development of policies, procedures, and programs; recommends proper organization structure for assigned programs and functions.

Attends and conducts a variety of meetings as assigned; participates in child-development related organizations to promote Early Learning Services, Head Start/Early Head Start, and the State Preschool Program and its services.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Planning, organization, and direction of the operations and activities of the State Preschool Program;
Title V, Title 22, and Head Start regulations;
Standards and daily operations of the State Preschool Program and Head Start/Early Head Start Program;
Facility needs and support required to maintain program operation;
Data needed to support program needs; proper use of related information to make short and long term plans;
Budget preparation and control;
Oral and written communication skills;
Principles and practices of administration, supervision, and training;
Applicable laws, codes, regulations, policies, and procedures;
Interpersonal skills using tact, patience, and courtesy;
Operation of a computer and assigned software

ABILITY TO:

Plan, organize, control, and direct services;
Administer and monitor fiscal and regulatory compliance;
Develop and access funding sources;
Direct the implementation of instructional programs;
Determine eligibility for program participation;
Direct and evaluate the performance of assigned staff;
Communicate effectively both orally and in writing;

Interpret apply and explain rules, regulations, policies, and procedures;
 Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and assigned office equipment;
 Analyze situations accurately and adopt an effective course of action;
 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.

EDUCATION AND EXPERIENCE

Any combination equivalent to a master’s degree in child development, education or related field, and five (5) years increasingly responsible experience in the administration of child development or preschool programs.

LICENSES AND OTHER REQUIREMENTS

Valid California Child Development Program Directors’ Permit
 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;
 Dexterity of hands and fingers to operate a computer keyboard;
 Seeing to read a variety of materials

Approved: Anisha Munshi 5/4/18
 Anisha Munshi Date
 *Director-Human Resources

*Authorized by the County Superintendent of Schools Mary Ann Dewon