

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: DIRECTOR I - EDUCARE PROGRAMS**

#### **BASIC FUNCTION:**

Under the direction of the Director-Early Learning Services, manages, coordinates, and supports the operations of Santa Clara County Office of Education (SCCOE) student programs at Educare; collaborates with the leadership of the operating partners; coordinates program implementation; leads operating partners in meeting program standards, and achieving compliance with all applicable regulations, performance standards, and desired outcomes; supervises assigned staff; and performs related duties as assigned.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Collaborates with the leadership of the operating partners and the East Side Union High School District Child Development Program) to ensure the quality of the programs on site.

Coordinates program implementation; leads operating partners in meeting program standards, and achieving compliance with all applicable regulations, performance standards, and desired outcomes.

Provides operations and program information and reports to partner organizations as requested.

Assists in the development of operations elements of the strategic plan; monitors implementation of operations elements of the strategic plan.

Assists with the implementation of evaluation plans and data-sharing agreements through coordination of operating partner activities.

Assists in the development of operations funding agreements.

Assists in developing policy strategies as requested.

Develops and monitors budget for SCCOE operations; supports the development of the facility operations budget.

Assists with the management of agreements between SCCOE and Educare of California at Silicon Valley; manages SCCOE's shared costs payments; addresses facility maintenance issues; schedules use of space.

Supports the development of a shared culture, expectations and implementation among the operating partners.

Ensures full implementation of the Educare model's programmatic core features.

Oversees and monitors the implementation of effective early childhood education and services, including developmentally appropriate, evidence-based practices and curricula, in coordination with effective family support and engagement services.

Ensures the practice of Reflective Supervision of all Educare staff in order to support their work with children and families.

Plans and implements professional development for Educare staff in collaboration with Educare partners.

Supports implementation of Professional Development Institute activities through coordination of operating partner activities.

Participates in Educare Learning Network (ELN) meetings and training as appropriate.

Participates in management team and other staff meetings to support the implementation of the Educare model and other best practices.

Supports the management of operating partners in resolving staffing concerns and any and all conflict among children, families and staff.

Assists in marketing and communications by providing program information as requested; leads tours of the facility as needed.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

The role of the SCCOE in the Educare program;

SCCOE early childhood education programs and their operation;

Knowledge of basic principles and practices of program management and staff supervision;

Planning, organization and direction of the Educare program. Facility needs and support required to maintain program operation;

Data needed to support program needs and proper use of related information. Federal and State early childhood education policy issues;

Applicable laws, codes, regulations, policies and procedures. Research and evaluation design and procedures;

Contract development;

Budget preparation and control;

Oral and written communication skills;

Principles and practices of administration, supervision and training. Interpersonal skills using tact, patience and courtesy;

Familiarity with community culture and knowledge of community resources and services;

Operation of a computer and assigned software

**ABILITY TO:**

Establish and maintain cooperative and effective working relationships with others;

Communicate effectively both orally and in writing;

Utilize and provide reflective supervision;

Work with diverse staff and varied community cultures, including children and families living in poverty;

Interpret, apply and explain rules, regulations, policies and procedures;

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;  
Maintain a variety of reports, records and files related to assigned activities;  
Operate a computer and assigned office equipment

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to 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.

**PREFERRED QUALIFICATIONS**

Bilingual in Spanish preferred;  
Knowledge of the Head Start Act; Head Start Performance Standards; and Early Head Start and Head Start programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Child Development Program Directors Permit or other relevant Certification in early childhood education, child development, educational administration or equivalent; valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

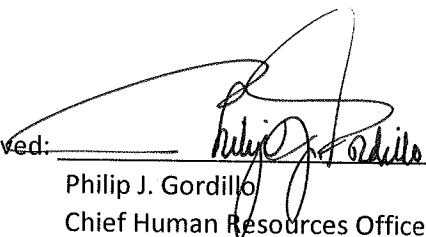
Office environment

**OTHER DUTIES:**

Performs related duties as assigned.

**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: \_\_\_\_\_  \_\_\_\_\_ 09/27/2016  
Philip J. Gordillo Date  
Chief Human Resources Officer

Revised 8/13/16: changed reporting structure from CSO to Director-Early Learning Services  
Revised 9/26/16: added duties and *Preferred Qualifications*