

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III – EARLY LEARNING SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Student Services and Support Division, plans, organizes, controls and directs the operation, management and administration of the Head Start/Early Head Start and State Preschool Programs; develops, monitors, implements and evaluates program policies and procedures; develops, administers and monitors program budgets; assures that Head Start/Early Head Start and State Preschool Programs comply with and implement State, local and federal regulations; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the operation, management and administration of the Head Start/Early Head Start and State Preschool Programs; develops, monitors, implements and evaluates program policies and procedures.

Assures the Head Start/Early Head Start and State Preschool Programs comply with and implement State, local and federal regulations; provides guidance, training and interpretation of regulations to assure compliance.

Develops and implements a planning process for the program, including program design and management, health/mental health, disabilities, nutrition, parent involvement and child development.

Plans, organizes and implements long and short-term programs and activities designed to develop objectives, goals and services; implements program goals and objectives through a collaborative process involving community stakeholders, parents and staff; develops systems for assessment and ongoing monitoring of program activities and operations.

Provides guidance in the implementation of State and federal performance standards regulations; creates operational systems to meet those standards; monitors the implementation of and evaluates system effectiveness.

Provides leadership to staff and outside consultants to implement a self-assessment process utilizing established federal protocols; compiles, reviews, analyzes and evaluates outcomes and results and develops informational reports and action plans; presents to the Santa Clara County Board of Education and policy council for approval; reviews attendance and enrollment reports provided by staff and partners to assure compliance and assists staff with developing action plans.

Reviews and enforces instructional program standards to assure curriculum is aligned with federal child outcomes framework and State quality standards; works with lead management to assure systems are in place; reviews and analyzes the effectiveness of curriculum, instructional materials and equipment for indoor and outdoor learning; prepares and recommends approval processes to the parent policy council.

Develops and prepares annual preliminary program budgets; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; develops

fiscal systems to assure and sustain program alignment; develops and administers grants; develops and negotiates service contracts with subscribing educational systems, partnerships and consultants; monitors functions that have funding implications, i.e. enrollment, attendance, child outcomes, school readiness goals and facility management projects; interacts with funding agencies regarding budget and grant or contract submissions and revisions.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; determines need for, monitors and evaluates staff development programs and provides information to staff regarding professional development activities.

Administers contracts for facilities; negotiates leases and contracts with landlords regarding property maintenance, enhancements, new leases, service providers and child care partners; prepares memorandums of understanding with agencies; participates in facility development and provides input in the architectural work and bidding processes.

Directs and provides support and guidance to lead managers to ensure appropriate systems and procedures are in place; jointly designs program and administrative systems; collects and analyzes program information to ensure federal state and local reports are completed and submitted in a timely manner.

Provides technical expertise, information and assistance to the Assistant Superintendent-Student Services and Support Division regarding assigned activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; visits classrooms, local agencies and other Head Start and State Preschool agencies to exchange information and provide guidance.

Develops partnerships with school districts and community agencies to align their work with SCCOE early learning programs and the smooth transition of children and families from SCCOE programs to district programs; supports their work in providing preschool services and establishing integrated services with their elementary sites.

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

Attends and conducts a variety of meetings as assigned; serves on assigned councils, advisory groups, taskforces or other committees to present program information and develop program strategies, goals and objectives.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Head Start/Early Start and State Preschool Programs;
Head Start organizational and governance structure;
Federal and State program regulation, performance standards and policies applicable to the management and administration of assigned programs;
Early child development theory and current research of practice models;
Bargaining unit contracts;
Budget preparation and control;
Oral and written communication skills;
Principles and practices of administration, supervision and training;
Team building, management and leadership;
Experience in working with culturally diverse staff and families;
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 the operation, management and administration of the Head Start/Early Head Start and State Preschool Programs;
Develop, monitor, implement and evaluate program policies and procedures;
Develop, administer and monitor program budgets;
Plan and assess curriculum;
Forecast and identify important, ongoing trends and long-term planning for the program;
Lead and coordinate project or program staffing and budget expenditures;
Work effectively with diverse populations;
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: master's degree in child development or related field and five (5) years increasingly responsible experience in the administration of a Head Start/Early Head Start or related child development program.

LICENSES AND OTHER REQUIREMENTS:

Valid California Child Development Director’s permit (formerly known as Children’s Center Supervision Permit) or a Valid Administrative Credential
Valid California driver's license

PREFERRED QUALIFICATIONS

Bilingual Preferred – Spanish

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 9/24/18
Anisha Munshi, Ed.D. Date
*Director-Human Resources

*Authorized by the County Superintendent of Schools _____

Revised 4/3/18: removed Vietnamese from Preferred Qualifications
Revised 10/1/18: Changed Chief Schools Office to Assistant Superintendent-Student Services and Support Division