

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - CALIFORNIA PRESCHOOL INSTRUCTIONAL NETWORK (CPIN), REGION 5 – MONTEREY, SAN BENITO, SANTA CLARA AND SANTA CRUZ COUNTIES

BASIC FUNCTION:

Under the direction of the Director II-Inclusion Collaborative or Assistant Superintendent-Early Learning Services, develops instructional materials, processes and procedures based upon the documents published by the California Department of Education/Early Learning and Care Division; provides training, technical assistance and support for identified sites and districts on California Preschool Learning Foundations, Preschool Curriculum Frameworks and others; distributes information on State guidelines and foundations for State-funded preschool programs, Migrant School Readiness programs and Transitional Kindergarten.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES

Develops instructional materials processes and procedures based upon the materials provided by the California Department of Education/Early Learning and Care Division and coordinates aspects of the CPIN including collaboration and training of administrative staff, English Language Learner instructors, consultants and others.

Provides training technical assistance and support for identified State Preschool, Head Start and Migrant Education School Readiness Program (MESRP) sites, elementary schools, and districts on the California Preschool Foundations and Curriculum Frameworks and other CDE/ELCD approved documents; leads and conducts Community of Practice Sessions and professional learning-sessions for preschool program directors, school and district administrators and other targeted leaders; develops programs based upon established criteria, research practices and initiatives.

Develops work plans budgets and scope of work to align with CPIN guidelines and requirements.

Participates in CPIN Institutes and other professional development sessions as required to maintain CPIN certification.

Collaborates with early childhood education agencies, organizations, school districts and institutions of higher learning; serves as a member and advisor, guest speaker and liaison for community partners.

Maintains CPIN budgets as required; reviews and provides input concerning budgets for project development and compliance as directed.

Plans and supports CPIN services in the development and implementation of assigned projects; assists in meeting established timelines and objectives and complying with established laws, regulations, policies and procedures.

Serves as a resource to program representatives and the County Office; serves as a liaison for special assignments; serves as a liaison between the State and districts in the County; coordinates State and regional conferences; serves on assigned task forces and committees.

Coordinates and organizes collaborative efforts to successfully meet project objectives to the satisfaction of internal and external clients, including coordinating evaluation and outreach activities.

Maintains a variety of records and files related to assigned programs; compiles statistical data and reports in accordance with established procedures and timelines.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental planning activities.

Supervises and evaluates assigned administrative staff and professional experts.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child development and early childhood education;

Planning, organization, coordination and implementation of the CPIN operations, activities, educational services, support functions and programs;

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to CPIN;

Effective methods of preschool and early learning professional development instruction;

Operations and requirements for State Preschool programs and Transitional Kindergarten;

Practices and procedures involved in the development and implementation of CPIN program services, goals, objectives, strategies, standards, projects, processes and procedures;

Laws, rules and regulations related to assigned activities;

Research methods and report writing techniques;

Policies and objectives of assigned program and activities;

Budget preparation and control;

Public relations techniques;

Modern office practices, procedures and equipment;

Record-keeping techniques;

Operation of a computer and assigned software;

Correct English usage, grammar, spelling, punctuation and vocabulary;

Oral and written communication skills;

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of CPIN programs and services;

Provide consultation and technical assistance to staff concerning the CPIN programs and related standards, requirements, principles, practices, techniques and procedures;

Design, develop, implement and conduct training and staff development activities for staff and administrators concerning assigned subject areas and programs;

Coordinate and organize collaborative efforts to successfully meet project objectives to the satisfaction of internal and external clients;

Train and support preschool teachers, Head Start teachers, Migrant Education Preschool Teachers, Transitional Kindergarten teachers and administrators;

Collect and interpret technical information on relevant CPIN issues; Interpret, apply and explain rules, regulations, policies and procedures;
 Maintain current knowledge of program rules, regulations, requirements and restrictions;
 Review and provide input concerning assigned budgets;
 Prepare press releases and marketing tools;
 Communicate effectively both orally and in writing;
 Establish and maintain cooperative and effective working relationships with others;
 Maintain records and prepare reports;
 Compile and verify data and prepare reports;
 Operate a variety of office equipment including a computer and assigned software;
 Work independently with little direction;
 Meet schedules and timelines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in early childhood education, early childhood special education or closely related field and five (5) years' experience in a preschool program or early elementary administration and supervision, including State Preschool programs; CPIN Certification strongly desired

LICENSES AND OTHER REQUIREMENTS:

Valid California Child Development Program Director Permit or Administrative Services Credential
 Valid California driver's license

WORKING CONDITIONS:

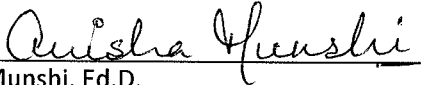
ENVIRONMENT:

Office environment;
 Drive a vehicle to various sites within Region 5 and Sacramento to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate equipment;
 Hearing and speaking to exchange information and make presentations;
 Reaching overhead, above the shoulders and horizontally to retrieve supplies;
 Sitting or standing for extended periods of time;
 Seeing to read a variety of materials

Approved:



 Anisha Munshi, Ed.D.
 Assistant Superintendent-Personnel Services

3/12/20
Date

Revised 9/1/16: Job title change from CPIN Program Specialist