

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - EARLY LEARNING INITIATIVES

BASIC FUNCTION:

Under the direction of an assigned supervisor, plans, organizes, and directs early learning advocacy and research initiatives including the Strong Start Initiative; manages the day-to-day activities and communications for the Initiative; serves in an advisory capacity to the County Superintendent, the Superintendent's Cabinet and County Office personnel; manages the development and implementation of partnerships between the County Office, community and other organizations in furtherance of County Office goals; manages projects with internal and/or external partners; manages related policy and advocacy efforts of the County Office in collaboration with the office of Government Relations and as directed by the County Superintendent; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, and directs early learning advocacy and research initiatives and projects including the Strong Start Initiative; coordinate activities including developing and implementing work plans and coordinating with multiple agencies, programs/program directors and stakeholders.

Attends and conducts a variety of meetings with program directors, management of outside agencies, community leaders, government officials, partners and others as needed; represents the Department and Office at various meetings, functions, conference calls or other activities as requested.

Develops project plans; establishes goals, builds consensus, identifies metrics and modes of data collection; identifies resources needed, and related activities in the development of project strategies.

Establishes and nurtures partnerships and engagement with outside organizations, (e.g., school districts, philanthropies, public policy groups, stakeholder organizations, charter management organizations, universities).

Supports the public policy, administrative and legislative advocacy efforts of the Department and Office in collaboration with the office of Government Relations and as directed by the County Superintendent.

Provides technical expertise, information and assistance regarding early learning initiatives status and related matters.

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

Conducts research, writes reports, prepares slide decks and other documents regarding the status of early care and education including childcare for dissemination and publication.

Supports the implementation of the Early Learning Master Plan, tracks and reports progress, and prepares regular updates to the plan.

Coordinates the regular convening of the members of the Strong Start coalition, proposing agendas, securing speakers, and engaging with coalition members for meaningful engagement.

Collaborates as a member of assigned internal and external committees.

Provides timely responses and assistance to support effective collaboration, advocacy and communications.

Participates in the preparation and monitoring of a diverse operations budget as assigned; applies and observes appropriate fiscal controls.

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

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the Strong Start Project.
- County Office early learning programs and operations.
- Federal and State early learning policy issues.
- Federal, State and local political processes/concerns.
- Applicable laws, codes, regulations, policies and procedures.
- Research and evaluation design and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the priority for the Strong Start Project.
- 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.

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:

Any combination equivalent to: Master’s degree in research and development, educational administration, educational public policy or a related field and four years of related experience.

LICENSES AND OTHER REQUIREMENTS:

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 by Personnel Commission: June 10, 2015

Revised: 8/9/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/9/23