

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER-EARLY LEARNING PROGRAM OPERATIONS

BASIC FUNCTION:

Under the direction of the Director III-Early Learning Services, plans, organizes, and manages the services, standards, and daily operations of Early Learning Services; administers and monitors fiscal and regulatory compliance; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes and manages the services, standards, and daily operations of Early Learning Services; assures compliance to program plans, policies, and procedures, and the Head Start Performance Standards and Regulations.

Supports in the administration of Early Learning Services; oversees and guides the day-to-day operation of student programs provided by Early Learning Services; develops and implements program goals, objectives, policies, procedures, reports, plans, and evaluations.

Trains and evaluates the performance of assigned staff in Early Learning Services for uniform quality, efficient, and effective child care; develops and implements short-term plans to meet the needs of children, parents, and the community; manages compliance of federal, state, and county regulations pertaining to rules and regulations for admission, eligibility, nutrition, health, and safety; manages compliance of the budget, recruitment, programmatic design, policies and procedures.

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

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

Provides technical expertise, information and assistance to the Director regarding Head Start operations and functions; assists in the formulation and development of policies, procedures and programs.

Augments curriculum as needed to manage outcome measures are respectively met; collaboratively gathers data for program monitoring and other specialized compliance reports and recommends program enhancements.

Provides support to Early Learning Services 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.

Provides leadership in the development and implementation of instructional programs in Early Learning Services program classrooms.

Coordinates and provides support to Early Learning Services partners to ensure program compliance in areas of education and curriculum implementation are in place; provides general oversight of opportunities for ongoing training and technical assistance to partners and blended programs by assessing educational mandates and providing necessary coaching and professional development opportunities.

Collaborates and leads goal-setting, planning, and implementation efforts in collaboration with Family Services content experts to plan and promote family engagement within curriculum and instructional program(s).

Coordinates and works collaboratively with the Assistant Director-Early Learning Services to establish and implement a systematic approach to staff training, professional development, and identifying the necessary metrics and modes of data collection.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; communicates with the Director regarding processing child assessment data, community needs assessment and grant development.

Develops and prepares the annual preliminary budget for Early Learning Services Operations; analyzes and reviews budgetary and financial data; purchases needed services and materials for program operations; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of the SCCOE Early Learning Services operations;
Head Start Performance Standards and Regulations;
Licensing regulations;
Early Child Development theory and current research and best practice models;
ECERS/ITERS class assessment tools;
SELPA and inclusion of children with disabilities and IEP process;
Community agencies serving children from birth to age five (5) and their families;
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, and manage the services, standards, and daily operations of Early Learning Services;
- Supervise 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;
- Manage 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 early childhood education or related field and four (4) years of experience managing preschool/infant toddler and preschool centers.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Child Development Director's 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 8/24/2020
 Anisha Munshi, Ed.D. Date
 Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 8/24/2020
 Mary Ann Dewan, Ph.D. Date
 County Superintendent of Schools