

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR – EARLY LEARNING AND CARE INNOVATIONS

BASIC FUNCTION:

Under the direction of an assigned supervisor, provides leadership, plans, organizes, controls and directs the operation, management and administration of inclusive, reimagined early learning spaces with innovations in partnership, collaboration, and delivery; develops, monitors, implements and evaluates program policies and procedures; develops, administers and monitors program budgets; assures that 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 innovative portfolio of assigned early learning spaces and sites.

Develops, monitors, implements and evaluates program policies and procedures.

Provides guidance, training and interpretation of regulations to assure compliance.

Develops and implements a planning process for the programs, 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.

Collaborates with partners and Santa Clara County Office of Education staff to bring the reimagined sites to fruition.

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.

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 students are kindergarten ready.

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

Directs and evaluates the performance of assigned staff; interviews and selects employees and

recommends transfers, reassignments, terminations and disciplinary actions.

Administers contracts for facilities; negotiates leases and contracts with landlords regarding property maintenance, enhancements, new leases, service providers and childcare partners.

Recommends proper organization structure for assigned programs and functions.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Partners with other departments within the organization to maximize opportunities for student access and success.

Prepares for and participates in presentations for community engagement.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:

KNOWLEDGE OF:

Effective leadership, management, collaboration and decision-making skills;
Principles and practices of administration, supervision, and training;
Applicable laws, codes, regulations, policies, and procedures;
Interpersonal skills using tact, patience, and courtesy;
Financial and statistical analysis and control;
Creative and adaptive program planning, designing, implementation, maintenance, and evaluation.

ABILITY TO:

Direct and evaluate the performance of assigned staff;
Apply excellent internal and external customer service and direct staff in developing excellent customer service practices;
Apply and use effective interpersonal skills (tact, patience, courtesy) with all culturally diverse staff, families and community;
Communicate effectively both orally and in writing;
Speak and present to groups; facilitate meetings, training programs, and development of discussions;
Synthesize information and strategically align functional areas and business needs to develop actionable content, recommendations, and results;
Interpret, apply, and explain rules, regulations, policies, and procedures;
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.

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:

Master's degree from an accredited college or university with major course work or extensive experience in education; minimum of five (5) years of job-related administrative experience with demonstrated competence in educational leadership, including four (4) years as a principal, site director, and/or central office leadership.

LICENSES AND OTHER REQUIREMENTS:

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

PREFERRED QUALIFICATIONS Bilingual Preferred

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;
Seeing to read a variety of materials;
Walking, bending, reaching, standing, and stooping;
May require occasional lifting/lowering, pushing, carrying, or pulling up to 20 pounds;
Dexterity of hands and fingers to operate a computer keyboard.

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Larry Oshodi
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Approved:

Larry Oshodi
Assistant Superintendent-Personnel Services

Date

Revised 12/18/23: Essential duties updated and title change