

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – EARLY LEARNING FACILITIES REGIONAL SUPPORT

BASIC FUNCTION:

Under the direction of the Director II – Inclusion Collaborative, researches, plans, designs and implements the coordination of Early Learning Facilities for expansion of child care and preschool facilities; collaborates with local child care licensing, the Department of State Architect (DSA), cities, developers, employers, school districts, and faith-based organizations to increase the supply of early learning and care sites.

Works with partnering entities providing technical support, including legal mandates, data analysis, online tools and social media platforms, and interpretation of CDE mandates that both promote and support high quality early learning and care sites; serves as a technical resource and liaison to the Santa Clara County Office of Education, providers, policy makers and regional partners regarding early learning facilities at the local, State and national level.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Implements the regional coordination of Early Learning Facilities for expansion of child care and preschool facilities in the following counties: Santa Clara, San Mateo, Santa Cruz, Monterey and San Benito.

Assists cities and counties with prioritizing greater early learning facilities development within their jurisdictions through best practices in child care permitting and planning.

Tracks and provides input to new real estate and child care development in the counties.

Develops essential, informative and credible materials, resource guides, and other documents and services to help stakeholders navigate the system and ensure the expansion and enhancement of facilities for early learning facilities.

Works closely with city and county agencies, school districts, faith-based organization, employers and developers to identify inclusive early learning facility needs and identify potential inclusive early learning sites.

Provides presentations before local community groups and at public hearings regarding early learning facility issues, particularly pertaining to inclusion, including presentations at a high level for business leaders and public officials.

Communicates the need for early care facilities effectively to different audiences, in each county.

Receives and responds to requests for information from child care and early education agencies, other public and private organizations, city/county departments and city councils, the media and community organizations; researches and responds to specific issues raised by these groups.

Attends Local Early Education Planning Council meetings within each county and provide reports and updates as warranted.

Supports local advocacy efforts as they relate to early learning facilities.

Advocates for inclusive education through support and interpretation of data, legal mandates, on-site support and technical assistance, utilizing social media and online learning platforms to ensure equitable practices at the school site level.

Supports grant project requirements by providing ongoing data and written reports per grant requirements, including expenditures and grant activities; prepares and maintains records and reports related to assigned programs, services and other activities.

Develops, plans and monitors activities, events and projects within the Inclusive Early Learning Care and Coordination Program, and serves as a liaison to partners regarding early learning facilities expansion, at the local, State and national level; coordinates presentations and training for multi-agency staff; participates in the development of collaborative projects with other county departments and community agencies.

Establishes and maintains working relationships between local and regional county partners, providing technical support and assistance for early learning facilities expansion; participates in meetings, staff developments and trainings for partners as needed regarding early learning facilities and early learning inclusive best practices.

Operates a computer and assigned software programs; researches new technology and innovative tools to support inclusive education; operates other office equipment as assigned.

Maintains feedback of inquiries and receives feedback on technical support provided through ongoing evaluations; monitors, analyzes and shares data collected for continuous improvement.

Facilitates meetings (both in person, ZOOM, and Google Meet), creates agendas, and maintains minutes for Inclusion Collaborative meetings with partners.

Reviews recent research and trends in early learning facilities; evaluates and disseminates information concerning newly developed materials and equipment.

Responds to inquiries, issues and concerns regarding early learning facilities, communicates with administrators, personnel and outside activities to coordinate activities, resolve issues and conflicts and exchanges information; advises on early learning facilities expansion goals and objectives.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Site evaluation and development/design of licensed child care, youth or other community facilities;
Knowledge of zoning, permitting and city planning;
Knowledge of zoning and building codes as they relate to child care or community facilities;

Training and/or experience in real estate development, urban planning, design, construction or related disciplines;

Principles and practices of early childhood development and education;

Understanding of community demographics/needs for child care and early education;

Basic knowledge of evidence-based practices to support early learning inclusive education;

Federal, State and local laws, regulations and policies pertaining to inclusive education;

IDEA Part B and C program procedures and requirements;

Managing programs and projects;

Facilitating group activities;

Developing and delivering face to face presentations

Establishing procedures and priorities;

Grant application processes and management;

Analyzing, interpreting and sharing data for assessment and continuous improvement;

Universal Design for Learning;

Continuous Improvement Science;

Oral and written communication skills;

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

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software;

Ability to research innovative technology;

Health and safety regulations;

Record-keeping and report preparation techniques;

Person-First Terminology

ABILITY TO:

Organize and support day to day operations of the Inclusive Early Learning Care and Coordination Program;

Plan, coordinate, design and implement program and activities to provide technical support to increase early learning facilities available in the regional area;

Manage a complete program pursuant to government funding regulations and requirements;

Ability to work in a political environment with individuals and groups with diverse interests and needs including county partners and public/private sector;

Serve as technical resource and liaison to professional organizations and community partners;

Ability to establish effective working relations with others including using discretion and good judgement in difficult and sensitive situations;

Basic familiarity with California child care licensing and child care and early education resources within the community;

Excellent communicate skills, both orally and in writing;

Maintain confidentiality of organizational information;

Design and implement oral and online trainings/courses;

Establish and maintain cooperative and effective working relationships with others;

Meet schedules and timelines;

Maintain records and prepare reports;

Analyze situations accurately and adopt an effective course of action;

Interpret, apply and explain laws, regulations, policies and procedures as related to assigned activities;

Provide staff development and technical assistance of assigned staff;

Operate a variety of office equipment, including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree in education and four years of increasingly responsible experience in school sites and/or administrative experience as Assistant Principal or Principal preferred. Preference may also be given to individuals with experience in regional projects, specifically pertaining to early learning facilities experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
Valid California Teaching Credential or a Special Education Credential
Valid California Class C driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Office or classroom 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;
Seeing to read fine print, prepare and proofread documents.

Approved: Anisha Munshi 3/19/19
Anisha Munshi, Ed.D. Date
Assistant Superintendent-Personnel Services

Authorized: Mary Ann Dewan 3/19/19
Mary Ann Dewan, Ph.D. Date
County Superintendent of Schools