

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
CPIN EARLY CHILDHOOD EDUCATION LEAD**

DEFINITION:

Under supervision of the Director of Early Childhood Education, the CPIN Early Childhood Education Lead will provide leadership and oversight regarding program matters.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Monitors budgets and expenditures for the purpose of ensuring expenses are within budget and/or fiscal practices are followed.
- Prepares written reports and oral presentations relative to program.
- Collaborates with State and Federal Departments of Education for the purpose of implementing and maintaining services and/or programs.
- Responsible for supervision and evaluation of assigned staff.
- Conducts and participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information to support programs.
- Communicate using a variety of methods with districts, county offices, and schools.
- Coordinate services with various constituents.
- Establish program evaluation systems, including an evaluation plan, data collection that coordinates with the state system of evaluation, including timely submission of required reports.
- Prepare reports and maintain records; review for accuracy all reports and records of participating agencies.
- Research funding sources to ensure the long-term sustainability of programs.
- Perform other duties as assigned.
- Drive frequently for department business.

QUALIFICATIONS and REQUIREMENTS:

- BA in Early Childhood Education or related field.
- MA in related field desirable.
- Two years supervisory experience.
- Progression of experiences in related field
- School or education experience desirable.
- Valid California Driver License and evidence of insurance.

KNOWLEDGE OF and ABILITY TO:

- Understand, interpret, and apply laws, policies, rules and guidelines that govern programs.

- Effectively provide leadership and manage the multiple federal, state and local funded programs.
- Implement bookkeeping and record keeping principles and procedures.
- Work effectively with districts, community, outside agencies, and staff.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Conduct effective meetings and staff development activities.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions.
- Understand, use, and stay current with a variety of computer programs. (Microsoft Word, PageMaker, Excel, FileMaker Pro, Escape, etc.)

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move or maneuver safely around objects and furniture. This type of work involves sitting, standing and walking for frequent periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and equipment that are important to the aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.