

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
EXECUTIVE DIRECTOR OF EARLY CHILDHOOD EDUCATION AND
STUDENT SUPPORT SERVICES

DEFINITION:

Under the direction of the Assistant Superintendent, Administrative Services, the Executive Director plans, develops, implements and manages early childhood education and student services critical to the administrative and instructional missions of the Tehama County Department of Education (TCDE). The programs in these services include, but are not limited to, State Preschool, CPIN, School Readiness, Mentoring, Student Attendance Review Board, Drug/Alcohol/Tobacco Prevention, School Safety and Crisis Response, Friday Night Live, Prevention, and Foster and Homeless Support Services. The Executive Director will coordinate with the State, other County agencies and community partners in order to successfully provide quality services to students, districts and the community.

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, which may be found in positions within this classification.

- Design, implement and manage programs that meet the needs of students, districts and community.
- Monitor budgets and expenditures to ensure the expenses are compliant with the budgets and follow fiscal practices established by Tehama County Department of Education.
- Collaborates with funding sources including the state and Federal governments as well as private foundations and organizations.
- Implement program evaluation systems, including an evaluation plan, data collection, and submission of reports.
- Provides leadership and program guidance through regular communication with staff and constituents.
- Establish and maintain cooperative working relationships with students, districts and community.
- Provide oversight and feedback to staff to ensure continuous improvement of programs that are responsive to the needs of students and districts.
- Responsible for supervision and evaluation of staff.
- Conducts and participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information to support programs.
- Establish and maintain cooperative working relationships with members of the community, parents, and project and school staff.
- Plan, organize, and coordinate workshops, in-service programs, and other education and planning and process activities.
- Prepare and submit, for approval, grant proposals to public and private funding sources as required.

Job Description – Executive Director of Early Childhood Education and Student Support Services

KNOWLEDGE OF:

- Budget preparation and control
- Board policy and administrative regulations
- State and Federal grant regulations, timelines and processes
- Attendance laws and responsibilities consistent with the role of Student Attendance Review Boards
- Community Care licensing regulations.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Provide collaborative leadership and an effective management style.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Meet schedules and timelines.
- Work independently with little direction.
- Prioritize effectively.
- Establish and maintain cooperative and effective working relationships.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Minimum of five years successful experience as a manager

Education:

BA in a related field

MA in related field desirable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects or controls; reach with hands and arms

- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license and own reliable transportation with evidence of insurance.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Approved: DATE