



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CPIN LEAD

DEFINITION:

Under supervision of an Administrator, this position will provide leadership and oversight regarding program matters with regard to the delivery and facilitation of CPIN services throughout the Region service area.

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.

- Create, monitor and submit budget and expenditures reports to ensure expenses are within budget and/or fiscal practices are followed.
- Prepare written reports and oral presentations relative to program; keep and maintain accurate program records.
- Provide coaching to support teachers in implementing the Preschool Learning Foundations.
- Collaborate with California Department of Education, Early Education and Support Division for the purpose of implementing and maintaining services and/or programs.
- Establish program evaluation systems, including a plan, data collection that mirrors the state system of evaluation, including timely submission of required reports.
- Conduct and facilitate 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 the early childhood education community.
- Perform other duties as assigned.
- Drive and travel frequently for department business.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- BA in Early Childhood Education or related field preferred.
- MA in related field desirable.
- Five (5) years progressive experience in Early Childhood Education.
- Valid California Driver License and evidence of insurance.

KNOWLEDGE OF:

- Computer applications related to the work, including word processing, database and spreadsheet software.
- Budgeting processes and fiscal procedures.
- Program evaluation, data collection, and reporting methods.
- Effective facilitation practices.

ABILITY TO:

- Maintain confidentiality.
- Understand, interpret, and apply laws, policies, rules and guidelines.
- Provide leadership to manage federally funded programs.
- Proficient at presentation and on-site support of classrooms.
- 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.



Tehama County Department of Education
Job Description
CPIN Lead

Official: 
Effective: 07/24/19

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 objects. This type of work involves sitting, standing, and walking frequently.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important 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.

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Created: <u>September 21, 2016</u>	Revised: <u>July 24, 2019</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u></u>	
Date: <u>July 24, 2019</u>	