



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

DIRECTOR – EARLY CHILDHOOD EDUCATION

DEFINITION:

Under supervision of the Assistant Superintendent, this position will direct, coordinate services, support the Tehama County Office of Education (TCDE), Local Educational Agencies (LEAs) and school districts in meeting students' needs; manage and oversee a variety of Early Childhood Education grants and initiatives. This position communicates and collaborates with other departments, school districts and community partners to ensure smooth and cohesive transition of students from the preschool environment to Kindergarten.

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.

Collaborate with internal and external personnel (e.g. school districts, superintendent, agencies, community members, First 5, Head Start, Local Childcare Planning Council, etc.) to plan, implement and/or maintain services and programs; Compile data from a wide variety of sources (e.g. staff, public agencies, preschool programs, school districts, program management data systems, student information systems, etc.) to implement policies and procedures and/or monitor program components; Direct, manage, and evaluate programs, services, and projects to carry out and achieve objectives within the area of responsibility; Coordinate, facilitate, and support collaborative networks to build capacity and foster clear communication; Interpret applicable rules, regulations, policies, procedures, contracts and follows federal and state requirements for the purposes of organizational accountability; Facilitate meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) to identify issues, develop recommendations, support to other staff and serve as a representative; Facilitate professional learning opportunities to identify issues, develop best practice recommendations, and provide current, individualized information and guidance; Monitor budget allocations, expenditures, fund balances and related financial activities (e.g. TCDE internal budget and funders' requirements, grants, etc.) to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed; Prepare a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, State grants, etc.) to document activities and issues, meet compliance requirements, provide audit references, make presentations, and/or provide supporting materials for requested actions; Present information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of early childhood programs/services, policies and procedures, etc.) to provide general information, train others, implement actions, etc. Research a variety of topics (e.g. grants, community service organizations, longitudinal studies, etc.) to be knowledgeable on trends and changes and/or make recommendations; Respond to inquiries of staff, district personnel, other professional organizations, etc. to provide information and/or direction as may be required. Serve as a resource to district personnel and as a liaison to community agencies (e.g. district committees, interagency boards, State Superintendent, advocate, delegate representation, California Early Start, Child Care and Development Planning Council, First 5 Commission of Tehama County, etc.) to explain procedures conveying and/or receiving information as needed for the planning, develop and evaluate services related to special and general early childhood education and related services; Serve on county, regional and state committees, as appropriate to stay current with state, federal and local requirements; Support and coordinate efforts to build internal and external capacity to sustain improvement and implementation to effectively address disparities in opportunities and outcomes for all students; Perform personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) to maintain necessary staffing, enhance productivity of staff, and ensure necessary department/program



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outcomes are achieved; Plan, implement, and maintain district support to implement early childhood education initiatives (e.g. Universal Pre-Kindergarten Plan, Universal Transitional Kindergarten Expansion, etc.) to provide services within established timeframes and in compliance with related requirements; Perform other duties as assigned; Drive own vehicle frequently for department business.

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 possession of a valid Child Development Program Director Permit or California Teaching Credential and Administrative Services Credential (or ability to obtain). Master's Degree in job-related area preferred. Experience working with early childhood education and/or related programs. Demonstrated successful communication and leadership skills, fiscal and budget management, program oversights, evaluation, and assessment. Possession of a valid California driver's license and vehicle insurance.

KNOWLEDGE OF:

Federal and State accountability systems related to Early childhood programs; Education Code sections related to programs, assessments, and evaluation and management of certificated and classified staff; Fiscal and budget systems necessary to keep program compliant with State and Federal laws governing program funding; Staffing and license guidelines for both educational and regulation components of Early Childhood programs; Research validated best practice of Early Childhood program components.

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; Work collaboratively and effectively with school site staff, district administration, community partners, and other outside agencies, and staff; Communicate effectually 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 related to program and TCDE functions.

PHYSICAL DEMANDS:

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: April 4, 2018 Revised: _____

APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: _____
