



# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## JOB DESCRIPTION

### PROGRAM MANAGER - ECE

#### DEFINITION:

Under general direction, this position will provide diverse and complex leadership supporting the design, development, implementation, evaluation, and maintenance of all programs and activities within the Early Learning Programs and Services department. This position will work collaboratively to support, enhance, and expand the mixed delivery Early Learning system within Tehama County.

#### 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.

Provide leadership to the formal and informal organization, coordination, implementation, and monitoring of the projects and services within the Early Learning Programs and Services department. Work collaboratively with others (community members, classroom educators, TCDE departments, and outside agencies) for the purpose of implementing, monitoring, and supporting Early Learning environments that provide healthy, safe, and inclusive opportunities for all children throughout Tehama County. Support the leadership of all department operations, including participating in hiring, staff supervision, budgeting, data collection and management, reporting, and contract management, and the development, measurement, and assessment of long-term and short-term goals and outcomes. Assist in developing and planning for inclusive early education experiences in TCDE Early Learning programs. Positively interact with students with disabilities, their families, and educators to support the implementation of services to support their success in Early Learning programs. Serve as a representative of the department to related families, agencies, community services, educators, and local and regional organizations. Clearly and accurately share information about early learning programs and locations, activities, and events for children, families, and early learning professionals, and the mixed delivery Early Learning system within Tehama County. Support the planning, development, and implementation of workshops and seminars provided by the Early Learning Programs and Services department, ensuring they meet the interests and needs of the workforce, children, and families, and are aligned with the department's Mission and Vision, and representative of best practices in Child Development and Early Childhood Education. Interpret applicable rules, regulations, policies, procedures, contracts, and federal and state requirements for organizational accountability. Drive own vehicle frequently for department business. Perform other related duties as assigned.

#### EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described; Experience teaching or supervising in a public or private child care setting or family child care home. Child Development Associate Teacher Permit or higher required. Experience with administrative, operational support, or planning for grant-funded programs or projects is highly desired. Bilingual preferred.

#### KNOWLEDGE OF:

Principles and practices in the following areas: 1) Early Care and Education, 2) Child Development, 3) Early Literacy, 4) Tehama County Community Resources, 5) Social and Emotional Development, 6) Parenting, 7) Case Management, 8) Inclusive Early Education Environments. Organization procedures, and operating details of the Early Learning Programs and Services department. Data Analysis techniques, and record-keeping systems and methods. Techniques for working effectively with, and providing a high level of customer service to all individuals contacted in the course of work.

#### ABILITY TO:

Maintain confidentiality. Establish and maintain effective and professional working relationships with community partners, staff, and the general public in a manner that reflects positively on the department. Provide oversight and leadership on ECE program enrollment systems and the health, safety, and inclusion policies of a variety of Early Learning programs. Analyze situations accurately and adopt an effective



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course of action. Set priorities to meet deadlines and schedules. Demonstrate integrity, accountability, innovation, passion, professional approach to customer service, and teamwork in the performance of job responsibilities. Transmit knowledge and skills to others verbally, and through writing.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and evidence of insurance. Drive frequently for Department business using own transportation.

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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**APPROVED**

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

Signature: \_\_\_\_\_  \_\_\_\_\_