

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR - EARLY LEARNING SERVICES

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, plans, organizes, controls and directs the Santa Clara County Office of Education's Early Learning Services Department; provides leadership and raises SCCOE's visibility in the Early Learning arena at the local, State and federal levels; oversees the development and implementation of a County-wide Early Learning Master Plan (ELMP); provides leadership on new Early Learning programs, services and initiatives for the County Office; directs the SCCOE's Early Learning Services Department providing direct services, County, regional and State strategic planning and professional development resources; develops strategic alliances with key stakeholders to support the work of the ELMP, the Early Learning Services Department and SCCOE; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the Santa Clara County Office of Education's Early Learning Services Department; leads the development and implementation of the ELMP; directs and oversees the writing of the ELMP and support documents; writes funding proposals and communications on Early Learning Services and ELMP efforts for various stakeholders, including funding partners and governing boards of partner agencies.

Plans, organizes, controls and directs the Early Learning Services Department in providing direct services and county and regional strategic planning and professional development resources throughout the County and Region 5 (Santa Clara, San Benito, Santa Cruz, and Monterey Counties).

Oversees the development and implementation of the ELMP; meets with groups and individuals for development work; designs and develops a plan for implementation and establishes committees; oversees the development of written communications and agendas for ELMP committee meetings; designs and oversees the vetting process for the plan with key individuals; oversees the media outreach, web presence and dissemination of information of the Plan throughout the County.

Plans, organizes, controls and directs individual programs (Head Start/Early Head Start, State Preschool, Region 5 California Preschool Instructional Network, Inclusion Collaborative, and Staff Coordinator of the Local Early Education Planning Council of Santa Clara County); supports the development of strategic planning and initiatives for each program and assures compliance with other department and county-wide efforts.

Plans, organizes, controls and directs new Early Learning efforts which have high visibility and impact for the Santa Clara County Office of Education, local, State and national levels; coordinates strategic planning efforts with community, education, local government and funding partners.

Provides leadership and guidance in the development of professional development systems and initiatives supporting the professional and individual development of department team members, including developing structures that support high expectations for team member performance.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; identifies, recruits and supervises facilitators and others.

Provides leadership and guidance to assure County programs within the department are of high quality and are programmatically, fiscally, and operationally compliant with SCCOE, local, State, and federal rules and regulations; prepares reports for and reviews from local, State, and federal agencies including Community Care Licensing.

Provides technical expertise, information and assistance to the Chief Academic Officer regarding Early Learning Services; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop Early Learning Services programs and services.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; presents the work of the ELMP at local, county, state, and national levels.

Raises the visibility of SCCOE and provides leadership on key Early Learning issues at the local, state and national levels; serves on County and State-wide committees; represents SCCOE by presenting at local, State and national conferences and institutes; obtains sponsorship opportunities for SCCOE for local and state-wide Early Learning events/conferences; makes recommendations on legislative bills pertaining to Early Learning.

Develops and prepares the annual preliminary budget for the Early Learning Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; develops and oversees the development of funding proposals and mandated programmatic and fiscal reports to local, State, and federal funding agencies.

Develops partnerships with school districts and supports their work in providing preschool services and integrating related services with their elementary sites; supports the development of funding proposals to support the work of school districts; provides leadership to programs within Early Learning Services Department; supports interests and needs of partner school districts.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends, conducts and co-chairs a variety of meetings and committees as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Early Learning Services.

Early Learning theory, educational curricula, models, practices and approaches.

California Preschool Learning Foundations and their alignment to California Kindergarten Content Standards

Preschool Learning guidelines.

Technical assistance resources for preschool and afterschool programs.

Developmental screening tools, and environmental and early literacy assessment tools.

California Early Learning Quality Improvement System (EL QIS)

Creative and adaptive strategic planning, program planning, design, implementation, and evaluation.

Financial and statistical analysis.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of leadership, administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the Santa Clara County Office of Education's Early Learning Services Department.

Provide leadership and raise SCCOE's visibility in the Early Learning arena at the local, State and federal levels.

Develop and sustain strategic collaborations with school districts, community-based organizations, private and public funding entities, local government agencies, businesses, and families.

Communicate in critical situations, both orally and in writing.

Plan, organize, control and direct individual programs including Head Start/Early Head Start, State Preschool, Region 5 California Preschool Instructional Network, Inclusion Collaborative and others.

Interpret various local, state, and federal rules and regulations, including but not limited to: Title 22, Title 5, Head Start, Child and Adult Care Food Program, State Preschool, and Power of Preschool.

Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in Early Learning/development, psychology/child development or related field; and seven years (7) progressively responsible senior management experience; and demonstrated experience in overseeing the day-to-day operations of a large non-profit, county or state agency with experience in organizational development.

LICENSES AND OTHER REQUIREMENTS:

Valid California Child Development Program Director Permit or California Administrative Services Credential
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:
Office environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials

Approved: Philip J. Gordillo 7/01/2011
Philip J. Gordillo Date
Executive Director of Human Resources