

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR, EARLY CHILDHOOD

DEFINITION

Under general direction of the Associate Superintendent, plan, organize, and manage early childhood care and education programs for the County Office of Education including birth to age 5 programs including Child Development Resource Center, Childhood Advisory Council, and Universal PreK/TK. Align activities and communications with other departments, school districts, community agencies, private organizations, media, and elected officials; provide leadership on new early learning programs including articulation of programs from birth to grade 3 to provide developmentally appropriate programs and equitable access for all children.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel including Child Development Resource Center, Childhood Advisory Council and Universal Preschool/Transitional Kindergarten.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage and coordinate early care and education programs with community organizations, school districts, community colleges, and County Office departments.

Lead strategic planning and implementation of new early childhood learning initiatives, including Universal PreK and TK which have high visibility at the local and state level.

Oversee professional development for early child care, preschool, and transitional kindergarten educators and leaders, aligning with state grants and guidelines.

Support the development of early educator pathways to recruit and retain early childhood educators who represent the diversity of the community.

Lead efforts to ensure equitable and inclusive access to early care and education for all children, including those with disabilities, economically disadvantaged families, and multilingual learners.

Provide leadership for county programs, ensuring compliance with local, state, and federal regulations.

Prepare and review program, fiscal, and accountability reports to agencies such as Community Care Licensing and the California Department of Education.

Develop partnerships with school districts to support preschool and transitional kindergarten integration at elementary school sites

Lead funding proposal development, manage child development budgets, contracts, and grants.

Serve as a liaison with community agencies, media, and elected officials; represent the County Office in child development meetings.

Supervise assigned personnel, coordinate work assignments, and ensure compliance with established standards.

Facilitate professional development and articulation efforts from preschool to grade 3 to include developmentally appropriate practices, culturally-responsive instruction and inclusive education.

Establish systems for aligning grants across programs and funding sources.

Complete program evaluation including gathering and analyzing data from multiple sources.

Collaborate with Educational Services Division managers and other COE departments.

Plan, coordinate, and facilitate meetings related to early childhood programs, increasing awareness of program objectives through media and presentations.

Conduct community needs assessments, analyze and report data, and develop related programs.

Serve as an integral member of the COE Child Care Data Leadership Team supporting data sharing across early childhood and K-12.

Lead special projects and present at County Board of Education, cabinet, and management meetings as required.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative leadership, practices, and principles.

Operational characteristics, services and activities of child care program development, administration and evaluation.

Recent practices, techniques, and principles of child care and early education program development.

Culturally-responsive practices for collaborating with diverse populations, cultures and communities.

Early childhood care and education offerings including: private child care, in-home child care, Head Start, California State Preschool Programs, Universal TK/PreK, and K-12 education.

Knowledge of diverse, equitable and inclusive practices in educational programs, business, and personnel.

Grants and funding priorities and sources.

Pertinent federal, state, and local laws, codes, and regulations.

Principles of budgeting and contract administration.

Modern office practices, methods, and computer equipment.

Principles of supervision, training, and performance evaluation.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Skill and Ability to:

Develop, implement, and administer early childhood programs.

Provide leadership and direction to department staff in a manner that encourages high morale, team cooperation, creative problem solving, positive motivation and efficiency; plan and organize work to meet priorities and timelines.

Analyze problems and situations accurately, identify solutions, project consequences of proposed actions, and implement an effective course of action.

Assess and analyze the child care needs of the county.

Design and implement high-quality programs, projects, and events.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Conduct research and write grants.

Prepare comprehensive narrative reports.

Research, compile, and collect data and information and prepare clear and concise reports.

Prepare and maintain accurate and complete records.

Supervise and evaluate the performance of assigned personnel.

Work independently with little direction.

Communicate clearly and concisely, both orally and in writing.

Use technology to develop systems, communicate, monitor progress, and complete reporting.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A Master's degree is highly desirable.

Experience:

Five years of highly responsible management experience in directing and supervising birth to age 5 child development programs, PreK–grade 3 early childhood education programs or related field.

License or Certificate:

Possession of a valid California Teaching Credential; Possession of a valid California Administrative Services Credential.

Possession of, or ability to obtain an appropriate, valid driver's license.

Language:

Bilingual Spanish/English speaker desired.

SPECIAL REQUIREMENTS

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 essential functions. Essential duties require the following physical skills and work environment:

Ability to travel to different sites and locations.

While performing the duties of this job, the employee is regularly required to stand and to sit, use hand to finger, handle or feel; reach with hands and arms; and talk and hear. Frequently required to walk; occasionally may be required to move, carry, or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Approval Date: October 8, 2024