



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
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Telephone (209) 468-4800

Job Description

POSITION TITLE:	<i>Project Manager II</i> #
	Child Care Professional Growth Project
	Early Childhood Education, Educational Services
SALARY PLACEMENT:	Range C, Management Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Bachelor's Degree, Child Care Teachers Permit and/or equivalent experience that demonstrates an expertise in working with Early Childhood Education programs, organizations, and/or the business community. Understanding of Child Care requirements including: the Child Development Permit Matrix, Titles 5 and 22.

DESIRABLE QUALIFICATIONS – EDUCATION AND/OR TRAINING:

Knowledge of the diverse Early Care and Education programs; ability to work with tact and diplomacy; ability to prepare for and conduct meetings; ability to coordinate and implement plans; ability to keep clear and accurate documentation; ability to communicate effectively; ability to use a computer and the internet.

SUMMARY OF POSITION:

Under the direction of the Early Childhood Education Coordinator and the Assistant Superintendent of Educational Services, the Project Manager will be responsible for the implementation and successful achievement of the Compensation and Retention Encourage Stability (CARES) and the Centralized Eligibility List Management System.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Comply with contract funding terms and conditions to provide incentive stipends for the child care workforce.
2. Work with the advisory committee to resolve disputes regarding stipend awards and policy.
3. Complete project components within established timelines.
4. Comply with funding terms and conditions to establish, maintain, and enhance the Centralized Eligibility List.
5. Promote the project and convey participation guidelines to the child care workforce which includes: Head Start, State funded and private preschools, large and small family child care providers.
6. Make presentation to project participants.
7. Participate in regional and statewide focus groups.
8. Compile data and complete reports within established timelines.
9. Provide direction to project staff as needed.
10. Implement and complete project evaluation.
11. Monitor and prepare budgets and reports.
12. Others duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment; travel to child care locations, local and regional meetings; and come in direct contact with SJCOE staff, district staff, and the public.