



Job Description

POSITION TITLE:	Director I, Early Childhood Education (ECE) Educational Services	#5047
SALARY PLACEMENT:	Senior Management Salary Schedule Range 1	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Master's Degree, a valid California Teaching Credential, and an Administrative Services Credential.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years of classroom teaching experience and three years of educational administration experience. Master's Degree in an educational related field, a valid California Administrative Credential, experience in managing an early childhood educational organization, agency, or business. A thorough knowledge of current laws and regulations related to early childhood education. Three to five years of working in an early childhood educational organization, agency, or business. Two to three years of management experience in early childhood education. Two to three years of working with grants and programs related to early childhood education.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the current research and trends concerning early childhood education.

DISTINGUISHING CHARACTERISTICS:

The Director I series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under direction of the Assistant Superintendent of Educational Services, the Director of Early Childhood Education will work with various local early childhood educational groups in promoting quality child care, pre-school, and professional development. In addition this position will work directly with the Local Child Care Planning Council, the Children's Services Commission, San Joaquin County First 5, San Joaquin County Head Start, Family Resource and Referral and oversee the San Joaquin County Office of Education's state pre-school contracts.

ESSENTIAL FUNCTIONS:

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

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.

3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopts an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Represents the San Joaquin County Office of Education at meetings and other related functions that relate to early childhood education.
15. Works with the San Joaquin County's Children's Services Coordinating Commission. Setting and implementing its goals and objectives.
16. Work with the Local Childcare Planning Council to set and implement its goals and objectives.
17. Serves as a resource to members of the community regarding early childhood educational issues.
18. Coordinate with other staff in Educational Services that relate to early childhood education specifically the Director of Multilingual Education and the Region 6 Lead for the CA Pre-School Instructional Network.
19. Work with early childhood education staff at Delta College, local school districts, and the University of the Pacific on coordinating efforts to improve early childhood education in San Joaquin County.
20. Work with San Joaquin County First 5 to expand programs and develop new programs that will help children, parents, and staff relating to early childhood education.
21. Coordinate with other staff in Educational Services and other departments within SJCOE.
22. Work with SJCOE SAIT, DAIT, and technical assistance team.
23. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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 and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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