



## Job Description

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**POSITION TITLE:** Program Manager I #6022  
Early Childhood Education/School Readiness  
Educational Services

**SALARY PLACEMENT:** Management Salary Schedule  
Range 8

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Early Childhood Education or a related field or demonstrate equivalent experience working with educational agencies, schools districts, colleges, and the community.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years of work experience teaching or directing a pre-school, child care center, or agencies involved with early childhood services. Experience in program evaluation and data collection. Possess a Masters Degree in Child Development/Early Childhood Education or related field. Knowledge of the diverse Early Care and Education programs. Three to five years primary education classroom experience (K-3).

**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. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. 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 child care requirements including: the Child Development Permit Matrix, and Titles 5 and 22. Possess a California Multiple Subject Teaching Credential, Site Supervisor, or Program Director Child Development Permit and/or equivalent experience that demonstrates an expertise in working with Early Childhood Education programs, organizations, and/or the business community.

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under the direction of the Early Childhood Education Director and the Assistant Superintendent of Curriculum and Instruction, the Program Manager will coordinate services for and be a liaison with the following groups: parents of 0-5 year olds, school district staff that manage and implement early childhood programs, state pre-schools, K-3 programs, and any other public or private day care centers, pre-schools operating within the district boundaries. The Program Manager will also work with any public or private agencies involved with early childhood services.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

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, committees, trainings, workshops, and/or

conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Assist in identifying licensed and license-exempt child care providers in the school districts to effectively facilitate the transition of the children in their care to pre-school (community or school-based) and kindergarten.
14. Research other funding sources for school readiness programs, and if applicable, apply for funding.
15. 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 the 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 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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