

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 392
EXEMPT

SENIOR DIRECTOR – EARLY CARE AND EDUCATION

BASIC FUNCTION:

Under the direction of the Administrator - Educational Leadership and Development, supervise and coordinate the operations and activities of the Early Care and Education (ECE) program for the Fresno County Superintendent of Schools (FCSS); plan, develop, direct, and collaborate with various local early childhood educational groups in promoting quality childcare, preschool and professional development; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Collaborate with a variety of outside organizations including and not limited to Fresno County Local Child Care Planning Council, and Fresno County First 5, setting and implementing goals and objectives; working toward program expansion and development relating to early childhood education.
- Compose a variety of organizational and program correspondence; review for content, proofread and evaluate program correspondence, applications, calendars, forms, letters, memoranda, and newsletters.
- Develop clear formal annual budgets of the ECE program; organize, manage and plan all activities of the annual budgets; analyze and review budgetary information and financial data; monitor and authorize expenditures in accordance with established limitations and guidelines.
- Direct and oversee the overall planning, development, organization, operations and activities of the FCSS child development center; determine course and scope of program goals, objectives and priorities.
- Direct and facilitate effective communications with administration, county office personnel and outside agencies including families, child-care providers, organizations and school districts.
- Direct, organize, manage and plan the preparation and maintenance of various narrative and statistical reports, records and files related to personnel and assigned activities; prepare reports and documentation related to ECE program as needed.
- Direct resources and communications for optimum program operation; insure implementation of research based curriculum and instruction in early childhood education; assist in coordinating and promoting articulation meetings with pre-K, K-3, Head Start, state pre-school staff, birth through third grade initiatives and child care providers within Fresno County.
- Establish current and long-range objectives, plans and policies subject to approval, for the purpose of staying in compliance with current law, regulations, codes, policies and procedures utilizing evidence based and emerging best practices.
- Monitor and analyze early care and education programs and services for educational and financial effectiveness and operational efficiency; receive and incorporate input from staff, consumers and the public; develop and evaluate program improvement plans as appropriate.
- Oversee, attend and/or conduct administrative, staff and community meetings concerning early care and education policy, resources and program development, staff training and best practices and, as appropriate, compile and prepare meeting agendas and/or summaries.
- Participate in and contribute to state level activities related to the California Preschool Instructional Networks; attend and participate in State regional lead meetings; participate in early childhood workshops, conferences and child development association meetings; attend county office and other meetings as assigned.

- Provide consistent, high quality professional development and in-service training for preschool administrators and teachers on literacy, school readiness and transition to kindergarten for children in Fresno County.
- Provide leadership and manage the multiple federally and state funded programs within early childhood education programs; understand, interpret and apply laws, policies, rules and guidelines that govern programs within the ECE department.
- Provide technical expertise, information and assistance to Administrator of Educational Leadership and Development, County Superintendent and other administrators, faculty, staff and the public regarding early childhood education programs; assist in the formulation and development of policies, procedures, guidelines and programs.
- Respond to inquiries by FCSS and District administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the organization and ECE department by consistently maintaining cooperative and effective working relationships with others.
- Seek, receive and respond to Early Care and Education community feedback concerning experience, program components and needs.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Budget preparation, management and control.
- California state child-care licensing requirements.
- Child Development Permit matrix.

- Educational programs, services, standards, requirements and procedures related to early childhood education; preschool and elementary standards; bilingual/bicultural education; transitions from early childhood education to elementary education.
- Effective professional development models.
- Instructional techniques and strategies related to assigned programs.
- Management of child development services including the programs, operations and activities at county-wide childcare centers.
- Preschool Foundations and the link to the California Content Standards including interpretation and application in early childhood education programs.
- Principles of child development and early childhood education.
- Principles, practices and procedures involved in providing care and learning activities to preschool-age children.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Direct activities and trainings to enhance staff understanding of educational practices, curriculum standards and instructional strategies.
- Direct and monitor instructional activities, early childhood education services, personnel and communications to provide care, supervision and learning activities to identified infants, toddlers and preschool children.
- Establish and maintain cooperative and effective working relationships with children and adults from diverse backgrounds contacted in the course of work.
- Monitor, evaluate and adjust program and site activities in response to children's needs.
- Plan, organize and direct early care and education services including the programs, operations and activities at county-wide early care and education centers.
- Visit preschool sites and classrooms to observe activities, provide technical support, confer with staff and assure early childhood education needs are being met.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of early childhood education issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Early Childhood Education, Child Development or a related field.
- Master's degree preferred.

EXPERIENCE:

- Five (5) years increasingly responsible experience working in Education, Child Development or Child Care Programs.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 02/08/2021