

**SAN MATEO COUNTY OFFICE OF EDUCATION  
EXECUTIVE DIRECTOR, P-3 AND EARLY EDUCATION**

**JOB SUMMARY:**

Under the direction of Deputy Superintendent, Educational Services Division, provide leadership, innovation, and advocacy to ensure high quality Early Education and Pre-Kindergarten to Third Grade alignment that advances California's new Universal Pre-Kindergarten (UPK) design. The Executive Director will be equity-driven and lead the P-3 and Early Education team with energy and passion to further advance educational opportunities for young learners ages 0-8 that are inclusive, developmentally appropriate, and aligned across systems.

**ESSENTIAL DUTIES:**

- Develop, sustain, and support the P-3 and Early Education Team in operations, activities, programs and educational services that enhance the wellbeing and development of young learners, support school readiness, and improve student outcomes in County schools.
- Establish relationships and partnerships with local, regional, and state agencies that support SMCOE programs and ensure all activities comply with established standards, requirements, laws, codes, regulations, policies and procedures
- Lead and support collaboration across SMCOE internal programs, school districts, and local providers and provide high quality professional development, relevant technical assistance, and coordinated communications.
- Seek additional federal, state, and local funding opportunities and garner resources and partnerships that enhance all services.
- Demonstrate SMCOE's strategic vision of excellence and equity by providing strong team leadership including supervision and evaluation of staff which inspires growth and outstanding performance.
- Conduct all personnel management functions such as hiring, staff development, and employee discipline, and work with other members of Extended Cabinet to provide leadership that further advances the vision of SMCOE
- Strengthen early learning and TK-12 programs and services within SMCOE, across districts and throughout communities including coordination and facilitation of P-3 curriculum, training, and services.
- Lead workforce development opportunities for early learning teachers and staff and develop pathways to expand and enhance permits and P3 credentialing.
- Monitor and analyze P-3 and Early Education operations and services for effectiveness; respond to cross sector input concerning P-3 alignment and early educational needs; oversee and participate in the research, development and implementation of programs, services, policies and procedures to enhance student learning, school readiness and achievement, and the educational effectiveness of P-3 alignment and Early Education and its capacity to meet student needs.

- Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty, TK-3rd grade teachers, preschool and elementary school administrators, community partners and early learning professionals concerning educational programs, policies, services, and related principles, theories, standards, guidelines, requirements, practices, procedures, and techniques; prepare and deliver oral presentations.
- Provide consultation, technical expertise and coaching to staff, faculty, administrators, leadership teams and others concerning P-3 alignment and early childhood education, policy and planning, professional development and Program services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, plans, strategies, designs, goals, objectives, principles, priorities, practices, techniques, laws, codes, regulations, policies and procedures.
- Develop and prepare the annual preliminary budget for P3 and Early Education; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; prepare, develop, negotiate and monitor contracts and service agreements; research, obtain and maintain grants and other funding sources.
- Maintain current knowledge of educational methods, practices and standards related to P-3 alignment and Early Education and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.
- Direct and participate in the preparation and maintenance of various narrative and statistical records, reports and files related to P-3 alignment and early learning program quality, staffing and services; students, school readiness and achievement, budgets, personnel, projects, meetings, assessment, resources, tests, professional development, grants and assigned activities.
- Operate a variety of office equipment including audio-visual devices, projectors, computers and assigned software; drive a vehicle to conduct work.
- Coordinate, attend and conduct a variety of meetings; present materials and information concerning Program services, operations, issues, needs and activities; attend and participate in various conferences, institutes, seminars, teams, task forces, committees and in-services.
- Perform related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE OF:**

- Planning, organization, and direction of P-3 alignment and Early Education operations, activities, programs, and educational services to provide support services designed to enhance learning for young learners, ages 0-8, including school readiness and achievement in County schools, family engagement and program quality improvement.
- Project management of multi-partner initiatives and collaborative partnerships.

- P-3 and early education standards and foundations, workforce pathways involving permits and credentialing
- Grant application and grants management at the local, state and federal levels.
- Local, state and federal standards and requirements governing P-3 alignment and early learning programs and services.
- Principles, theories, standards, practices, strategies and procedures involved in P-3 early childhood education, program quality improvement, school readiness, family engagement, and professional development.
- Practices and procedures involved in the preparation, development, and negotiation of contracts and oversight of budget preparation and control
- Practices, procedures, and strategies involved in the development and implementation of professional development activities.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Public relations and speaking techniques.

**SKILLS AND ABILITY TO:**

- Plan, organize, control and direct P-3 alignment and Early Learning Support Services operations, activities, programs and educational support services designed to enhance children’s early learning, school readiness and achievement in County schools, family engagement, and program quality improvement.
- Coordinate and direct communications, resources, personnel and information to meet needs of P-3 alignment and early learning programs and partners and assure smooth and efficient Program activities.
- Supervise and evaluate the performance of assigned personnel. Facilitate groups in planning, problem-solving and decision-making.
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.
- Direct the development and implementation of P-3 alignment and Early Education activities, programs, plans, projects, standards, services, strategies, goals and objectives.
- Provide consultation, technical expertise and coaching concerning curriculum, instruction, school and district planning, professional development and Program services.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.

- Analyze situations accurately and adopt an effective course of action. Meet schedules and timelines.
- Prepare and deliver oral presentations. Work independently with little direction. Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

**LICENSES AND OTHER REQUIREMENTS:**

- A Master’s Degree in early learning and development, early elementary or related field with an emphasis on ages birth to 8 years
- Minimum of five (5) years administrative experience working with educational services and programs serving children birth to 8 years; two years in a supervisory capacity.
- Valid Prerequisite Teaching Credential
- Valid Administrative Services Credential or willingness to enroll in an administration credential program
- Possession of a valid and appropriate California driver’s license; have a minimum required insurance coverage as mandated by the state of California for operation of a vehicle

**WORKING CONDITIONS:** The characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ENVIRONMENT:**

Varies from a climate-controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat

- Office environment: constant interruptions
- Outdoor environment: drive personal vehicle to conduct work, visit sites, and travel to other organizations and companies, meetings and workshops

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Read printed matter and computer screens
- Ability to sit for extended periods of time, stand, stoop, bend, and walk
- Perform lifting, pushing and/or pulling of objects which normally does not exceed 50 pounds and is an infrequent aspect of the job
- Hearing and speaking to communicate within a normal range, give directive to small or large groups of people and exchange information in person and on the telephone