

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, PRESCHOOL FOR ALL

BASIC FUNCTION:

Under the direction of the Administrator, Child, Youth & Family Services, plan, organize, control and direct the County-wide development and implementation of the Preschool for All program and related early childhood education services; coordinate and direct communications, partnerships, staff development functions, resources, curriculum standards and information to meet the needs of children and assure smooth and efficient Program operations and activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the County-wide development and implementation of the Preschool for All program and related early childhood education services; establish and maintain Program time lines and priorities; lead the County-wide effort to plan, develop and maintain a coherent, high-quality and family friendly preschool system; assure Program activities comply with established guidelines, standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, partnerships, staff development functions, resources, curriculum standards and information to meet the needs of children and assure smooth and efficient Program operations and activities of Preschool for All; direct the development and implementation of Program services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate and direct Program services, communications and information between administrators, staff, teachers, families, school districts, contractors, partners, outside organizations, the public and governmental organizations; assure proper and timely resolution of staff, child and parent issues, concerns and conflicts related to Preschool for All and related education activities.

Assure adequate and optimal allocation of Program resources to meet the early childhood education needs of the community; establish and maintain partnerships with outside agencies to facilitate and enhance support for Program services; collaborate with partner agencies in Program implementation, resource allocation, and the development of Preschool for All goals and objectives.

Monitor and analyze Preschool for All services for educational and financial effectiveness and operational efficiency; oversee the development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of Preschool for All and capacity to

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meet family and child care provider needs.

Coordinate and direct the development of curriculum standards and preparation, revision and updating of curriculum and Program documents; direct activities to enhance teacher and staff understanding of educational practices, instructional material guidelines and requirements, curriculum development and instructional strategies related to Preschool for All.

Provide consultation and technical expertise to providers, contractors, personnel, teachers, administrators, families and others concerning Preschool for All and early childhood education; respond to inquiries and provide detailed and technical information concerning related standards, guidelines, requirements, practices, techniques, laws, codes, regulations, policies and procedures.

Establish, develop and implement support services and systems for Preschool for All participants; direct the development and implementation of staff development activities and related training sessions concerning Preschool for All programs, services and related early childhood education principles, theories, standards, practices, policies and procedures.

Collaborate with school districts, communities, partners, foundations and officials to enhance support for preschool services and develop and implement strategies for expanding Preschool for All; oversee and participate in the development and updating of the County-wide School Readiness Master Plan.

Participate in the preparation and development of the annual preliminary budget for the Preschool for All program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; oversee and participate in researching, obtaining and maintaining funding sources for the Preschool for All program.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to Preschool for All, projects, financial activity, personnel, contacts, budgets, consultants, funding sources, grants, providers, reimbursements and assigned activities.

Provide technical information and assistance to the Administrator, Child, Youth & Family Services regarding the Preschool for All program and related early childhood education activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Assure adequate facilities, materials and equipment to meet Program needs; arrange for room reservations and coordinate the purchase of supplies and equipment necessary.

Develop and implement accountability standards and compliance procedures to assure Program providers comply with established requirements; develop and oversee project evaluation procedures.

Prepare, develop, negotiate and monitor contracts and agreements with Program providers, consultants and contractors.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning Preschool for All services, operations, issues, needs and activities; attend various in-services as directed

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the Preschool for All program and related early childhood education services.

Principles, theories, practices, procedures and techniques involved in providing effective care, supervision and learning activities to preschool children.

Principles of child development and early childhood education.

Educational programs, services, standards, requirements and procedures related to early childhood education.

Curriculum standards, interpretation and application in Preschool for All.

Instructional techniques and strategies related to early childhood education.

Organization, operations, policies and objectives of County-wide child development programs.

Local, State and federal standards and requirements governing Preschool for All.

Applicable laws, codes, regulations, policies and procedures.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the County-wide development and implementation of the Preschool for All program and related early childhood education services.

Coordinate and direct communications, partnerships, staff development functions, resources, curriculum standards and information to meet the needs of children and assure smooth and efficient Program operations and activities.

Supervise and evaluate the performance of assigned personnel.

Facilitate groups in planning, problem-solving and decision-making.

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Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.

Direct the development and implementation of Preschool for All services, activities, goals, objectives, plans, strategies, standards, projects, processes and procedures

Coordinate activities to enhance teacher and staff understanding of educational practices, curriculum standards and instructional strategies.

Establish and maintain partnerships with outside agencies to enhance support for Program services.

Provide consultation and expertise concerning Preschool for All and early childhood education.

Assure adequate and optimal allocation of Program resources to meet the early childhood education needs of the community.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, 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 time lines.

Work independently with little direction.

Plan and organize work.

Direct and participate in the preparation and maintenance of various records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in early childhood education or related field and five years increasingly responsible experience working with early childhood education programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.