

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **TITLE: MANAGER, PRESCHOOL FOR ALL**

#### **BASIC FUNCTION:**

Under the direction of the Director, Preschool For All (PFA), assist in planning, directing and coordinating the PFA project; work closely with program staff and community partners in project planning, implementation and evaluation; budget and resource management; and contract monitoring necessary to accomplish PFA program goals and objectives.

#### **ESSENTIAL DUTIES:**

Assist the PFA Director in managing all aspects of the county-wide Preschool for All project; work with project staff and partner agencies to implement and refine project goals and objectives, and plan human and resource allocations; assist in budget preparation, monitoring and reporting.

Research, compile and analyze fiscal and program evaluation data; prepare reports using various formats including graphic presentations; oversee activities related to PFA project evaluation; coordinate participation of external evaluators, and compilation of internal evaluation data; prepare reports for approval of boards and funding agencies.

Plan, conduct and/or arrange workshops, meetings, and project planning sessions.

Research information and prepare project funding proposals; develop, write and review agreements with outside service providers; participate in contract monitoring procedures and ensure subcontractor compliance with project policies and procedures.

Create support systems for subcontracted programs by providing expertise, technical assistance, and training for providers in matters involving administrative policies and procedures; coordinate staff development activities.

Ensure quality preschool services for all children by implementing project objectives that promote significant improvement in school readiness and achievement of children of color, children living in poverty, and English learners.

Act as project liaison within the community representing the Project Director and County Office of Education.

Supervise project support staff.

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**OTHER DUTIES:**

Attend meetings and conferences as required.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

Methods of effective program planning, organizational development, budgeting and program evaluation.

Effective early childhood education service delivery models.

Local, state, and federal policy and regulations concerning preschool and the provision of early childhood education.

Early childhood issues in San Mateo County.

Community services offered to preschool age children.

**Ability to:**

Apply specialized knowledge and training to a variety of related functions, activities and tasks.

Complete complex objectives within established time frames.

Plan and facilitate meetings with multiple stakeholders within a collaborative governance structure.

Establish and maintain effective work relationships with diverse community partners and members of departments within the SMCOE.

Take action in solving problems while exhibiting judgment and a systematic approach in decision making.

Prepare concise reports and recommendations.

Develop realistic and effective plans for meeting goals, establishing timelines and measurable checkpoints, estimating required resources, and anticipating obstacles.

Work collaboratively, inclusively, and effectively with people from diverse ethnic, racial, linguistic, and social backgrounds.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree with coursework in business, public administration, organizational development or related field.

Five years increasingly responsible work experience in early childhood related fields linked to program planning and implementation, project management and coordination, program budgeting and evaluation.

**LICENSES AND OTHER REQUIREMENTS:**

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Valid California driver's license.  
Successful experience developing and writing grants.

**Desirable Qualifications:**

Fluency (writing and speaking) in Spanish and English.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office Environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate computer keyboard.  
Hearing and speaking to exchange information.  
Seeing to view a computer monitor and read a variety of materials.  
Sitting/standing for extended periods of time.