

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, STATE PRESCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the Administrator, Child, Youth & Family Services, plan, organize and direct State Preschool operations and activities including early childhood education services provided by contractors; coordinate and direct communications, contracts, compliance functions and information to meet community child care needs and assure smooth and efficient Program activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct State Preschool operations and activities including early childhood education services provided by contractors; establish and maintain Program time lines and priorities; assure Program and contractor services and activities comply with established standards, requirements, contract specifications, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, contracts, compliance functions and information to meet community child care needs and assure smooth and efficient Program activities; oversee the development and implementation of State Preschool programs, services, plans, strategies, processes, projects, goals and objectives.

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; research, select and provide training to new contractors as needed.

Monitor child care services provided by contractors to assure compliance with established standards, requirements and contract specifications; visit child care sites to observe classroom activities, confer with staff, provide technical support, review documentation and assure child development needs are being met; identify and assure proper and timely resolution of compliance issues.

Plan, organize and direct State Preschool and related services to provide care, supervision and learning activities to preschool children; coordinate and review contractor activities to assure proper parent involvement, student attendance and enrollment, staff qualifications and ratios, documentation in family files, child assessment and program planning.

Prepare, develop, negotiate and implement contracts and amendments for child care services provided by community contractors; complete annual contract renewal applications; collect, compile, assemble and process related forms from community child care agencies; prepare applications for special funds; submit

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contracts and amendments for approval.

Coordinate of State Preschool communications, services and information between the County Office, contractors, child care providers, parents, outside agencies, governmental organizations and the public; assure proper and timely resolution of related issues, complaints and conflicts; establish and maintain partnerships to facilitate and enhance support for State Preschool services.

Develop, implement and conduct training and staff development activities for child care providers concerning State Preschool and related early childhood education services; prepare and deliver oral presentations and explain related principles, theories, standards, guidelines, requirements, practices, procedures and techniques.

Provide consultation and technical assistance to contractors, personnel, administrators, outside agencies and others concerning State Preschool services; respond to inquiries and provide detailed and technical information concerning related standards, requirements, reports, contracts, funding, issues, resources, plans, principles, practices, laws, codes, regulations, polices and procedures.

Plan, organize and direct the implementation of the County Office Early Childhood Language Development Institute (ECLDI) grant; direct related trainings, meetings, workshops and resources to enhance achievement among identified children; direct and participate in the preparation and development of workshop materials; oversee ECLDI consultants and trainers.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to Program services, contractors, ECLDI, budgets, applications, compliance, attendance, personnel and assigned activities; assure mandated reports are completed in compliance with established time lines and requirements.

Develop and prepare the annual preliminary budgets for the State Preschool program and related contracts; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain Program funding as directed; assure proper processing of reimbursement claims.

Maintain current knowledge of educational methods, practices and standards related to early childhood education and related laws, codes, regulations, policies and procedures; modify services to assure compliance with standards and requirements as needed.

Participate in a variety of community outreach activities to facilitate and enhance community awareness of and participation in State Preschool services; prepare and distribute a variety of promotional and informational materials.

Provide technical information and assistance to the Administrator, Child, Youth & Family Services regarding State Preschool services, needs and issues; assist in the formulation and development of policies, procedures and programs.

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Communicate with administrators, personnel, students, outside agencies and the public to exchange information, coordinate activities and programs and resolve issues or concerns; prepare, receive and respond to a variety of correspondence.

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

Provide specialized training to assure Program quality in areas such as pre-kindergarten guidelines, desired results, early literacy and transition to kindergarten.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning State Preschool and related contractor services, issues, needs and activities; attend and participate in various committees, workshops and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of State Preschool operations and activities including early childhood education services provided by contractors.

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.

Practices and procedures involved in the preparation, development and negotiation of contracts.

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

Local, State and federal standards and requirements governing the State Preschool program.

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 and direct State Preschool operations and activities including early childhood education services provided by contractors.

Coordinate and direct communications, contracts, compliance functions and information to meet community

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child care needs 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.
Monitor child care services provided by contractors to assure compliance with established standards, requirements and contract specifications.
Visit child care sites to observe classroom activities, confer with staff, provide technical support, review documentation and assure child development needs are being met.
Prepare, develop, negotiate and implement contracts and amendments for child care services.
Provide consultation, training and technical assistance concerning State Preschool services.
Direct the implementation of the ECLDI grant and related trainings, meetings, workshops and resources to enhance achievement among identified children
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 time lines.
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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in early childhood education or related field and four 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 for extended periods of time.

Hearing and speaking to exchange information.