

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR, EARLY LEARNING SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Instructional Services, plan, organize, control and direct Early Learning Support Services operations, activities, programs and related early education services; develop and sustain collaborative community partnerships that support equitable, high quality care and education for children birth through grade 3 and their families; provide support services designed to enhance children's early learning, family engagement, school readiness and achievement in County schools; coordinate and direct communications, resources, personnel and information and assure smooth and efficient Program activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Early Learning Support Services operations, activities, programs and educational services to provide support services designed to enhance children's early learning, school readiness and achievement in County schools, family engagement, and program quality improvement; assure optimal allocation of Early Learning Support Services resources; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures

Coordinate and direct communications, resources, partnerships, and personnel to meet identified needs and assure smooth and efficient Program activities; establish and maintain Early Learning Support Services time lines and priorities; direct the development and implementation of Early Learning Support Services activities, programs, plans, projects, standards, services, strategies, 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; assure employee understanding of established requirements.

Provide leadership and services in early learning quality and support for County school districts and community partners; assure adequate and optimal allocation of Program resources to meet the needs of the early learning community; establish and maintain partnerships with outside agencies to facilitate and enhance support for Program services and early education resources.

Monitor and analyze Early Learning Support Services operations and services for effectiveness; respond to staff, administrative, partner, district and school input concerning early educational needs; oversee and participate in the research, development and implementation of programs, services, policies and procedures to enhance students early learning, school readiness and achievement, and the educational effectiveness of Early Learning Support Services and its capacity to meet student needs.

Coordinate and direct early learning and support-related communications, resources and information

between County Office administrators, personnel, school districts, county offices, schools, outside organizations, the public and various local and State agencies to meet the early learning needs of students; assure proper and timely resolution of Early Learning Support Services issues and conflicts.

Direct and participate in the design, development, implementation and conducting of trainings, workshops and professional development activities for County faculty, 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 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.

Assure adequate resources to meet Early Learning Support Services needs; monitor staffing needs and initiate recruitment activities as needed; recruit and hire consultants; prepare, develop, monitor and negotiate contracts and grants as needed.

Direct and participate in the research, assembly, compilation and analysis of a variety of technical data and information related to early learning services; oversee and participate in the development, preparation and distribution of presentation, training and informational materials; assure that a variety of statistical and analytical surveys and studies related to student needs and achievement is conducted.

Develop and prepare the annual preliminary budget for Early Learning Support Services; 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 Early Learning Support Services and related laws, codes, regulations, policies and procedures; modify programs and services to assure compliance with standards and requirements as needed.

Provide technical information and assistance to the Deputy Superintendent regarding Early Learning Support Services operations, issues, needs and activities; participate in the formulation and development of related policies, procedures and programs.

Direct and participate in the preparation and maintenance of various narrative and statistical records, reports and files related to 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.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns; oversee the preparation, distribution and response to Early Learning Support Services correspondence.

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.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Early Learning Support Services operations, activities, programs and educational services to provide support services designed to enhance children's early learning, school readiness and achievement in County schools, family engagement and program quality improvement.

Project management of multi-partner initiatives and collaborative partnerships.

Early learning standards, interpretation and application in county early learning programs.

Grant application and grants management at the local, state and federal levels.

Local, state and federal standards and requirements governing early learning programs and services.

Principles, practices and procedures involved in the development and implementation of Early Learning Support Services activities, programs, plans, projects, standards, services, strategies, goals and objectives.

Principles, theories, standards, practices, strategies and procedures involved in 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.

Policies and objectives of assigned programs and activities.

Practices, procedures and techniques involved in the development and implementation of staff development activities.

Budget preparation, oversight and control of numerous and complex budgets.

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.

ABILITY TO:

Plan, organize, control and direct 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 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 Early Learning Support Services 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 time lines.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in early education or related field with an emphasis on ages birth to 8 years; and five years administrative experience working with educational services and programs serving children birth to 8 years, including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

California Child Development Permit (site supervisor or program director level), or equivalent qualifications.

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 and make presentations.

Approved by Personnel Commission:

Revised: March 11, 2020

August 9, 2017

San Mateo County Office of Education