

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II – STATE PRESCHOOL

BASIC FUNCTION:

Under the direction of the Director-Early Learning Services, plans, organizes, controls and directs the services, standards and daily operations of the State Preschool Program; administers and monitors fiscal and regulatory compliance; develops and accesses funding sources; directs the implementation of instructional programs; determines eligibility for program participation; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the services, standards and daily operations of the State Preschool Program; coordinates, plans and provides instructional and administrative leadership to the staff, children and parents enrolled in the State Preschool Program.

Assures quality, efficient and effective child care and development system that meets the needs of children, parents and the community; manages compliance of State, federal and County regulations pertaining to rules and regulations for admission, eligibility, nutrition, health, and safety.

Coordinates and maintains records of referrals for social services, child abuse, health and mental health services, and Individual Educational Plans (IEPs) with school districts; manages referrals and provision of support services.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; coordinates and provides professional development to educational, management, administrative support, nutrition and custodial staff; verifies appropriate certificates and permits of staff.

Provides leadership in the development and implementation of instructional programs; implements, monitors, evaluates and provides leadership for the development of curriculum and instructional programs.

Coordinates and monitors student assessment and evaluation; manages staff ratio and student enrollment; determines appropriate classroom placement for students, methods of handling inappropriate or unsafe student behaviors and disciplinary actions; assures the proper implementation of IEPs.

Coordinates parent involvement and parent education programs; provides parent support; receives and resolves parent issues and concerns.

Provides technical expertise, information and assistance to the Director regarding State Preschool Program operations and activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

Plans, organizes and implements long and short-term programs and activities designed to develop programs and services.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; monitors reports and other data regarding school activities, needs and services; assists with the preparation and implementation of, and training in, site disaster preparedness plans and drills, crime reports, and the development, implementation and revision of program policies and

procedures.

Oversees operation and maintenance of facilities and security; maintains fixed asset inventory; supervises contracted and leased services.

Coordinates Nutrition Program including providing for special menu needs, ordering appropriate number of meals, and monitoring the timely and accurate filing of the claim; assures compliance with applicable regulations.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develops and prepares the annual preliminary budget for the assigned child development programs; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; prepares, administers and monitors fiscal compliance elements of program funding; approves and distributes funds and purchases; prepares and submits grant proposals; develops and submits State applications for funding and licensing of the program.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned; participates in child development related organizations to promote Child Development Programs State Preschool and its services.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the operations and activities of the State Preschool Program.

Title V, Title 22 and Head Start regulations.

Program eligibility and placement policies and procedures.

Facility needs and support required to maintain program operation.

Data needed to support program needs and proper use of related information to make short and long-term plans.

Budget preparation and control.

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.

ABILITY TO:

Plan, organize, control and direct the services, standards and daily operations of the State Preschool Program.

Administer and monitor fiscal and regulatory compliance.

Develop and access funding sources.

Direct the implementation of instructional programs.

Determine eligibility for program participation.

Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain 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 timelines.
 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 child development, education or related field and five (5) years increasingly responsible experience in the administration of child development or preschool programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California Child Development Program Directors Permit
 Valid California driver's license

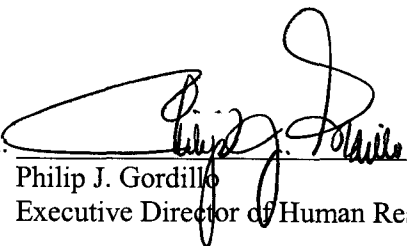
WORKING CONDITIONS:

ENVIRONMENT:

Office environment
 Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
 Dexterity of hands and fingers to operate a computer keyboard
 Seeing to read a variety of materials

Approved:  _____ 7/01/2011
 Philip J. Gordillo Date
 Executive Director of Human Resources