

Executive Director, Early Education Programs and Services

Purpose Statement

The job of Executive Director, Early Education Programs and Services is responsible for leading and directing early childhood programs and services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and ensuring the accomplishment of SDCOE Equity Blueprint, missions, goals and objectives.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, school districts, community members, superintendent, Firsts, Head Start, etc.) in implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, program management data systems, student information systems, preschool programs, etc.) implementing policies and procedures and/or monitoring program components.
- Directs early childhood department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. state and federally funded early childhood programs, grant funded programs, HOPE Infant Family Program, etc.) providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) identifying issues, developing recommendations, supporting other staff, and serving as a SDCOE representative.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. SDCOE internal budget and funders' requirements, grants, etc.) ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings (e.g. workshops, inter and intra district committees, community and public agencies, seminars, conferences, etc.) conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, etc.) maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, state, grants, site reports, etc.) documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, overviews of early childhood programs/services, policies and procedures, etc.) providing general information, training others, implementing actions, etc.
- Researches a variety of topics (e.g. grants, community service organizations, longitudinal studies, etc.) being knowledgeable on trends and changes and/or making recommendations.
- Responds to inquiries of staff, district personnel, other professional organizations, etc. providing information and/or direction as may be required.
- Serves as a resource to district personnel and as a liaison to community agencies (e.g. district committees, interagency boards, state superintendent, advocate, delegate representation, California Early Start, Child Care and Development Planning council, First 5 Commission of San Diego, SDCOE, etc.) explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to special and general early childhood education and related services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Specific program pertinent laws, codes, policies, and/or regulations related to special and general early childhood education;

Personnel processes;

Standard business practices;

Teaching strategies;

Stages of child development;

Concepts of grammar and punctuation;

Community resources;

Practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY TO:

Independently work with others in a wide variety of circumstances;

Analyze data utilizing defined but different processes;

Operate equipment using a variety of processes.

Work with a significant diversity of individuals and/or groups;

Problem solve to analyze issues and create action plans;

Analysis data based on organizational objectives

Establish and maintain effective working relationships;

Meet deadlines and schedules;

Set priorities;

Work with multiple projects, frequent interruptions, and changing work priorities;

Work with detailed information/data and maintaining accurate records;

Maintain confidentiality;

Facilitate communication between persons with frequently divergent positions;

Communicate with diverse groups; working as part of a team.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally, the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Masters degree in education, education administration, or closely related field; and

Experience: Five (5) years of increasingly responsible experience in an educational setting, including site and district/county administrative and supervisory responsibilities. Knowledge and experience in both Early Education and Early Childhood Special Education experience with K-3 programs preferred

Equivalency: A combination of education and experience equivalent to Masters degree in education, education administration, or closely related field and five (5) years of increasingly responsible experience in an educational setting, including site and district/county administrative and supervisory responsibilities. Knowledge and experience in both Early Education and Early Childhood Special Education experience with K-3 programs preferred.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Administrative Services
Credential

Valid CA Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background
Clearance

Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 056

SLT Approval Date: October 11, 2016

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