

ADMINISTRATOR, EARLY CARE AND EDUCATION

Basic function

To provide leadership and direct oversight for the Early Care and Education (ECE) Program. Department programs, including but not limited to, the Alternative Payment Program (APP), Child Care Food Program, Center on the Social Emotional Foundations for Early Learning (CSEFEL), Child Care Planning Council (CCPC), Inclusive Early Education Expansion Program (IEEEP), Quality Counts (QC), California State Preschool Program (CSPP), and Infant and Toddler Program (CTTR), and Preschool through Third Grade (P3) initiatives.

Supervision

Directly responsible to the Associate Superintendent, Educational Services.

Representative duties

- Direct and supervise the operation of the Early Care and Education program as established by Federal and state regulations, and the Santa Barbara County Education Office (SBCEO).
- Develop and implement Early Care and Education programs, plans, goals, and objectives.
- Oversee the selection and training of certificated and classified staff; assign and review work; establish performance goals and standards; provide coaching and leadership development to managers under the Administrator's leadership; support managers in creating and sustaining high-performance teams.
- Prepare and monitor grant and contract applications and reports; create and manage program contracts and Memoranda of Understanding.
- Prepare and monitor annual budgets and financial transactions; determine allowable expenditures; ensure that funding source requirements are met; prepare for and represent the program during financial audits; create, plan, and manage contracts, including budgets and subcontractor grants.
- Prepare reports; maintain records; write, supervise and evaluate grant programs; organize compliance reviews.
- Coordinate the planning, development, and implementation of program evaluation systems; evaluate Early Care and Education instructional practices; coordinate the development and procurement of age-appropriate instructional materials and equipment.
- Attend local, state, and regional conferences and workshops to maintain knowledge of the latest research, initiatives, legislation, and policies impacting Early Care and Education programs and services. Share information on new legislation or other changes with program staff to maintain legal compliance and best practices.
- Build relationships with key partners to create resources that support early education.
- Develop and implement staff professional development and in-service training programs in collaboration with the management team.
- Represent SBCEO and ECE programs at community, state, and federal meetings; make presentations to internal, community, and other stakeholder groups.
- Develop and maintain relationships with community partners, coordinate work and resources, influence policy, and engage in advocacy by serving as the program representative.
- Serve as the SBCEO expert on Early Care and Education legislative issues, policies, and trends.

ADMINISTRATOR, EARLY CARE AND EDUCATION

- Support the County Education Office and school districts with knowledge of best practices and initiatives related to Early Care and Education programs.
- Coordinate regional alignment related to Preschool through Third Grade (P3), Universal Prekindergarten (UPK) and community outreach services.
- Serve as liaison with the California Department of Education (CDE) and California Department of Social Services (CDSS) in the coordination of Early Care and Education programs.
- Pursue innovative ways to support, fund, and expand quality general and inclusive early education classrooms across the county.
- Model best practices and organizational values.
- Perform other related duties as assigned.

Qualifications

Possession of a valid California Administrative Services Credential or certificate of eligibility. Master's degree from an accredited college or university in educational leadership, administration, or a related field preferred. Multiple years of experience working in education with site or district administrative experience.

Licenses and Certificates

Possession of a valid California Driver's License.

Working Conditions

Subject to inside environmental conditions; subject to driving to conduct work and required to use personal vehicle in course of employment; possible requirement to attend evening or weekend meetings; possible overnight travel out-of-county.