

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**DIRECTOR, EARLY EDUCATION (Certificated)**

**Purpose Statement:**

Under administrative direction, the Director, Early Education is responsible for directing the Early Education 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 supervising the performance of assigned staff.

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**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, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes providing services within established timeframes and in compliance with related requirements.
- Develops liaisons with school districts, SELPAs and cross-sector county and state level; public and private entities, bridging and leveraging existing resources in the provision of services and supports necessary to maintain direct service programs and increase access to quality early learning and care settings for children ages birth - 5 years.
- Evaluates Early Education programs and services to provide recommendations and/or ensure services for children ages birth-5 are delivered in compliance with mandated requirements.
- Facilitates meetings, workshops, seminars, etc. (e.g. personnel actions, financial procedures, regulatory requirements, actions involving outside agencies, inter-district needs, etc.) to identify issues, develop recommendations, support other staff, and serve as a liaison representative.
- Identifies trends in out-of-compliance issues providing targeted training to ensure compliance with mandated requirements.
- Monitors budget allocations, expenditures, fund balances, subcontracts and related financial activities (e.g. budgets for early education programs, grants and projects, etc.) ensuring that allocations are accurate, revenues recorded, expenses within budget limits and/or fiscal practices are followed.
- Oversees Federal Grants and State Grants ensuring accurate information is provided for the budgeting of these programs.
- Investigates grant opportunities developing supports and resources for the early learning and care workforce and their continuous professional development.
- Participates in meetings, workshops and seminars conveying and/or gathering information required to perform functions.

- Leads in the development of and presents information on a variety of topics related to early learning and care and early intervention programs, providing general information, training others, implementing actions, etc.
- Provides leadership and technical support (e.g. building capacity of staffs across the Division and community-based organizations) designing, developing and maintaining an efficient, diverse, unified and fully inclusive early learning and care system.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of written materials (e.g. reports, budgets, training materials, improvement plans, subcontract scope of work, grants, etc.) documenting activities, providing written reference, and/or conveying information.
- Provides leadership for Early Education programs ensuring delivery of high-quality services for the programs.
- Researches a variety of topics (e.g. grants, community service organizations, etc.) maintains current on relevant trends, changes, and makes recommendations.

### **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:**

Pertinent laws, codes, funding mechanisms, policies, and/or regulations specific to infant/toddler special education, state and federally funded early learning and care programs and quality early learning initiatives;

Facilitate group discussions;

Standard business practices;

Program planning and development;

Concepts of grammar and punctuation;

Principles of best practices in the field;

Adult learning styles and the change process;

Basic Contracting/Accounting/bookkeeping principles;

Practices of personnel administration;

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

Principles of prioritization of assignments.

##### **ABILITY:**

Schedule a number of activities, meetings, and/or events;

Independently work with others in a wide variety of circumstances;

Work with data utilizing defined processes;

Operate equipment using standardized methods;

Analyze issues and create action plan;

Problem solving with data requires independent interpretation of guidelines;

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 and diverse groups;  
Work 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:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience**

Experience: Five (5) years of experience in the administration or program management of programs for children ages birth to five, with at least three (3) years in a supervisory capacity in a California state-funded infant/toddler and/or preschool programs; and

Education: Master's degree in education, child development, psychology, or related field; or

Equivalency: A combination of education and experience equivalent to a master's degree in education, child development, psychology, or related field, and five (5) years of experience in the administration or program management of programs for children ages birth to five, with at least three (3) years in a supervisory capacity in a California state-funded infant-toddler and/or preschool programs.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Driver's License  
Valid CA Administrative Services Credential  
Valid CA Teaching or Service Credential

Continuing Educ. / Training

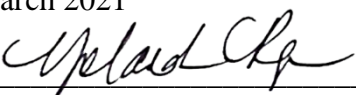
N/A

Clearances:

Criminal Justice Fingerprint/Background Clearance  
Physical Exam including drug screen  
Tuberculosis Clearance

FLSA Status: Exempt  
Salary Grade: Certificated Management Grade 050

Approval Date: March 2021

Approved by:   
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Dr. Yolanda Rogers, assistant superintendent  
Human Resources Services

Revised: 02/17/2023