

MANAGER, EARLY CARE AND EDUCATION SERVICES

Reports to: Director, Early Care and Education
Division: Educational Services

Our ideal candidate

You are an excellent communicator, both orally and in writing. You are adept at working with diverse clientele representing varying roles. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are extremely organized, flexible, and calm under pressure. Above all, you are committed to empowering families and children through an integrated, comprehensive, and high-quality system of early care and education.

General description

Under general direction of the Director of Child Development, the Manager, Early Care and Education Services is responsible for implementing early care and education (ECE) services, including: professional support to the Child Care Planning Council (CCPC), quality improvement programs that support the Quality Counts California Consortium for quality rating and improvement system (QRIS) implementation, and other ECE initiatives. The manager is responsible for ensuring that required goals and outcomes are met in order to improve and increase high quality early care and education services throughout Santa Barbara County.

Incumbents in this class may be assigned to positions supporting the Child Care Planning Council, quality improvement programs, or other related programs.

Specific duties and responsibilities

1. Plan, coordinate, implement, and advocate for the priority goals of the CCPC, quality improvement programs, and other ECE initiatives;
2. Coordinate and facilitate the work of stakeholders (e.g., Child Care Planning Council, QRIS Consortium, and regional partnerships), committees and workgroups to address relevant topics, including leading and facilitating group discussions toward consensus; ensures compliance with the Brown Act and other public meeting requirements, including preparation of agenda, minutes and accessibility of public records;
3. Execute contractual requirements and legislative mandates tied to the CCPC, quality improvement programs, and other ECE initiatives, within limits of authority;
4. Collect data, prepare and maintain reports, and respond to requests for documentation and information; anticipate and respond to legislation and new initiatives; manage database and ensure required data entry from authorized users;

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5. Research and write funding proposals to support the mission, goals and objectives of the CCPC and quality improvement programs; oversee the implementation of funded projects to accomplish stated goals and fulfill terms; create, plan and manage contracts, including budgets and subcontractor grants;
6. Maintain knowledge regarding ECE standards relevant to state plans, goals, and objectives in order to support onboarding of new early learning programs, and participate in advancing program quality for participating sites;
7. Plan and implement professional development opportunities for stakeholders (e.g., coaches, center staff, providers, and parents); develop annual training calendar; secure venues and presenters; prepare and/or order materials; facilitate venue set-up and cleanup, refreshments, registration, and evaluation;
8. Maintain communication and serve as a liaison between the Child Care Planning Council, local consortium, County Superintendent, County Board of Supervisors, California Department of Education, First 5 California and other stakeholders;
9. Collaborate in the development and implementation of broad-based communication strategies related to ECE initiatives; contribute to ongoing website and social media presence;
10. Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state;
11. Performs general administrative duties as directed, and other duties as assigned.

Requirements

Education: Bachelor's degree from an accredited college or university in child development, education, or a related discipline

Experience: Two years of increasingly responsible program administration experience that included some combination of the following: data collection and analysis, grant writing, budget management, group facilitation, ECE professional development, and workshop/event coordination.

Knowledge of:

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in early care and education

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- Local, state and national laws and policies affecting early care and education
- Program development and evaluation

- Effective grant writing strategies
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software

Ability to:

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Organize, implement and evaluate training programs
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions
- Adapt to diverse populations, environments, and requirements
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device

Licenses and certificates

Valid California driver's license and the use of a dependable automobile

Working conditions

Work is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.



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Management salary range 14

Approved by the Personnel Commission:

October 25, 2018

Revised:

June 24, 2021