



## Job Description

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**POSITION TITLE:** Division Director, Early Education and Support #6098  
Educational Services

**SALARY PLACEMENT:** Administrative Council Salary Schedule  
Range 02

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### **SUMMARY OF POSITION:**

Under direction of the Assistant Superintendent of Educational Services, the Division Director of Early Education and Support will oversee the San Joaquin County Office of Education's local, state and federally funded programs. In addition, this position provides support to and works directly with multiple collaborative partners including but not limited to school districts, community agencies, business/political leaders, and various boards/commissions.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree, and a valid California Teaching Credential. Possess or be eligible for an Administrative Services Credential. Five years of educational administrative experience demonstrating increasing levels of responsibility.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a valid Child Development Program Director Permit. Experience in managing an early educational organization, agency, or business. A thorough knowledge of current laws and regulations related to early childhood education, including those that are state and federally funded (e.g., Head Start, State Preschool, General Child Care, and First 5). Five years of experience in all of the following areas: working in a school district or county office of education administrative position, grant management experience, developing and managing programs and departments in early childhood education, managing early childhood educational organization, agency, or business. Experience managing multiple, large, and complex budgets as well as managing personnel located in multiple offices throughout San Joaquin County and five years of experience working with districts, non-profits, and community partners to maintain quality early education programs for children and families.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### *Knowledge of:*

- program evaluation and data collection
- assigned software
- current research and trends concerning early childhood education.

#### *Ability to:*

- supervise, evaluate, and lead staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- manage and oversee budgets

*Possess:*

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Division Director represents Range II of the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interprets applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopts an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of multiple, large budgets and provides supervision of the fiscal functions.
14. Serves as a resource to members of the community regarding early childhood educational issues.
15. Work with early childhood education staff at community colleges, universities, local school districts, and other agencies on coordinating efforts to improve early childhood education in San Joaquin County.
16. Work with multiple community agencies, school districts and other partners to expand programs and develop new programs that will help children, parents, and staff relating to early childhood education.
17. Act as liaison to and communicate effectively with the office of Head Start to represent interests of SJCOE; as well as the needs of the districts and community partners.
18. Oversee the EESD hiring, evaluation, and discipline/termination process of certificated and classified staff, with approval of the Assistant Superintendent.
19. Oversee and coordinate the development of various plans, funding applications, funding renewal applications, annual program self-evaluation reports and monitoring events.
20. Coordinate partnerships, oversee activities and prepare and/or update agreements, contracts, and memorandums of understanding.
21. To the extent appropriate, initiate leases, coordinate opening/closing early education sites, coordinate building/site maintenance.
22. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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