



SJCOE
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Job Description

POSITION TITLE:	Program Manager I- School Readiness Early Education and Support/Head Start San Joaquin Educational Services	#6214
SALARY PLACEMENT:	Management Salary Schedule Range 8	

SUMMARY OF POSITION:

Under the direction of the Head Start San Joaquin Director and Head Start San Joaquin School Readiness Coordinator, the Program Manager will work with SJCOE Early Education and Support, Head Start San Joaquin and Quality Rating and Improvement System (QRIS) staff and educational partners to support school readiness services and curriculum fidelity by providing professional development trainings; conducting monitoring activities and supporting the use of school readiness data to achieve established program goals and objectives.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Early Childhood Education or a related field or demonstrate equivalent experience working with educational agencies, school districts, colleges, and the community. Possess or be eligible for the Site Supervisor or Program Director Child Development Permit.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of work experience teaching or directing a pre-school, childcare center, or agencies involved with early childhood services. Experience in program evaluation and data collection. Possess a Masters Degree with major coursework in child development, early education, education, educational psychology or a related field. Knowledge of the diverse early childhood curriculums. Certification as a Teachstone Classroom Assessment Scoring System (CLASS) reliable observer.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- operate a computer;
- supervise, lease, and evaluate staff;
- be flexible based on program needs;
- create and follow policies and procedures;

Knowledge of:

- assigned software;
- program evaluation and data collection;
- childcare requirements including: The Child Development Permit Matrix, Titles 5 and 22, developmentally appropriate practices and curriculum;
- Early Childhood Education programs, organizations, and/or the business community;

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 Program Manager series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

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, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Monitor the quality of programs implementing Head Start/Early Head Start services through site visits, observations; provide technical support and assistance based on data and feedback; support the development and implementation of quality improvement plans; input data and analyze for planning and supportive services and trainings.
14. Research other funding sources for school readiness programs, and if applicable, apply for funding.
15. 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 the 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 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.