



Job Description

POSITION TITLE: Program Manager I #6090
Head Start Training and Technical Assistance Manager
Head Start San Joaquin
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 8

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor of Arts Degree in Early Childhood Education or a related field.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Three years of work experience in planning, developing and leading professional training and technical assistance services in social services or educational organization. Possess a Master’s Degree in Child Development/Early Childhood Education or related field.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Knowledge of applicable laws, codes, and regulations including federal and state regulations and policies that apply to Head Start and Early Head Start; theories, principals, and techniques of training and development; principles and techniques of adult learning; techniques, methods, and resources in assessing and evaluating training and technical assistance services; principles of training and technical resource management; technical content of specified training certifications, such as Classroom Assessment Scoring System, (CLASS), that promotes program goals and frameworks. Possess 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.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child care requirements including: the Child Development Permit Matrix, and Titles 5 and 22. Possess a California Multiple Subject Teaching Credential, Site Supervisor, or Program Director Child Development Permit and/or equivalent experience that demonstrates an expertise in working with Early Childhood Education programs, organizations, and/or the business community.

DISTINGUISHING CHARACTERISTICS:

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

SUMMARY OF POSITION:

Under the direction of the Head Start Director, implements and maintains training and technical assistance (TTA) development systems and procedures; delivers and coordinates training and provides technical assistance so that all staff have the necessary skills and knowledge to ensure children are school ready and prepared to transition to kindergarten; and monitors TTA plans and activities of Head Start San Joaquin educational partners.

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 time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. In collaboration with Head Start San Joaquin educational partner team leaders, and the teams of Interdisciplinary Services and Program Development Services, ensures the development and delivery of training programs and technical assistance that support school readiness, parent engagement, use of research-based curricula, and other program goals.
14. Participates with the strategic leadership team in the development and management of work methodologies, process, policies, procedures for program review, monitoring, resource development, and training in training and technical assistance (TTA) by utilizing program data collected from delegates and integrating the latest initiatives from funding sources.
15. Provides advice and guidance to Head Start San Joaquin educational partners and related committees in the development and approval of training and technical assistance policies and procedures in compliance with federal regulations and Office of Head Start (OPHS) policies and rules.
16. Develops training and technical assistance (TTA) resources such as training and technical assistance (TTA) program guidelines training materials, training videos, presentations and activities.
17. Collects, records, and maintains information, and generates reports related TTA activities.
18. Assists in the design and implementation of protocols for assessing and evaluating TTA programs.
19. Provides TTA support in community assessment, self-assessment, on-going monitoring, and other Head Start and Early Head Start program service objectives.
20. Assists in the development and revision of written plans that set expectations and timelines for implementing training and technical assistance, and monitors and reviews agencies' plans and refunding proposals to ensure alignment with those of the Head Start San Joaquin and SJCOE Early Education and Support Department.
21. 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.