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## Job Description

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**POSITION TITLE:** Program Manager I, Quality and Compliance #6215  
Early Education and Support  
Educational Services

**SALARY PLACEMENT** Management Salary Schedule  
Range 8

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**SUMMARY OF POSITION:**

Under the direction of the Director I, Early Childhood Education and the Coordinator II, Quality Improvement System, the Program Manager – Quality and Compliance will monitor educational partners and program areas to ensure efficient and compliant operation; manage data collection functions and data management processes and systems; design and conduct needs assessment and program evaluation; prepare routine and comprehensive assessment reports; develop and support implementation of procedures for ongoing monitoring, reporting, and continuous improvement of participating programs and partner agency operations.

**MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR 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 a Child Development Permit at the Site Supervisor or Program Director level. Knowledge of and participation in quality rating and improvement initiatives as well as program monitoring and evaluation activities.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:**

Knowledge of the diverse early learning and care programs including indicators and tools commonly used to measure quality in early childhood education. Two years of work experience teaching or directing a pre-school, child care center, or other agency involved with early childhood services. Experience in data collection, analysis, and reporting, including conducting needs assessments and program evaluation. Possess a Master’s Degree in Child Development/Early Childhood Education or related field.

**Knowledge of:**

- Assigned software
- Local, state, and federal laws, codes, regulations, requirements, expectations, and resources including the Child Development Permit Matrix; Quality Counts California Rating Matrix and Pathways
- California Department of Education Funding Terms and Conditions, Community Care Licensing Requirements (Title 22); and State Preschool Regulations (Title 5)

**Ability to:**

- Possess leadership skills in planning, setting agendas, and coordinating and conducting meetings/trainings
- Supervise and evaluate staff
- Operate a computer
- Be flexible based on program needs
- Create and follow policies and procedures

- Effectively collect, organize, analyze, and present data and information for program improvement and decision-making, recognizing significant factors, relationships, and trends, and respond to questions from diverse stakeholders
- 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.

**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 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. Plan, coordinate, and conduct responsible monitoring, data collection and management, training and technical assistance, and reporting in support of program compliance and continuous quality improvement for the department and educational partners.
14. Research other funding sources for early learning and care initiatives or 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, 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.