

**CLASS SPECIFICATION**

**PROGRAM MANAGER -  
EARLY CHILDHOOD**

**DEFINITION**

Under the general supervision of the Executive Director, Educational Services, this position is responsible for the overall leadership, administration, and coordination of the district's early childhood grants, with an emphasis on preparing students to be academically, socially, and emotionally ready for school.

**REPRESENTATIVE DUTIES**

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities of the district's Early Childhood programs
- Develop, revise, and administer policies and procedures for the district's Early Childhood programs
- Ensure programmatic and fiscal compliance with the California Department of Education's funding terms and conditions and Department of Social Services – Community Care Licensing Title 22 and Title 5 grant regulations
- Coordinate and administer the Early Childhood program budget; secure alternative revenue sources through grant writing
- Collaborate with district staff to develop a plan and budget to implement early childhood grants, preparing and submitting the appropriate grant documents as needed
- Evaluate Early Childhood program effectiveness and operations efficiency
- Provide leadership for all early childhood and child development programs
- Collaborate with the Executive Director, Education Services, and other district staff, to ensure smooth and efficient programs, services, and activities
- Serve as director of record for district-licensed sites
- Serve as a district resource regarding early childhood education and extended day program content, curriculum standards, and staff development
- Develop parent education and information systems to enhance effective parent-school partnerships
- Prepare and submit required reports and applications to local, state, and federal agencies
- Function as a district liaison to county, state, and federal education departments
- Provide leadership and advocacy for families and children served by these programs
- Coordinate program priorities, activities, and plans to ensure program efficiency, accountability, and concordance with district targets
- Follow funding terms and conditions required for the various early childhood program grants

- Develop and implement marketing strategies relating to the district's Early Childhood Programs
- Assign and review work of Early Childhood Program staff and participate in the selection of new personnel as assigned; provide input in the evaluations of assigned Early Childhood Program staff
- Coordinate outreach efforts to educate the community regarding early childhood, school readiness, and parent education topics via workshops, events, and various print and electronic media
- Oversee the Early Childhood Program while working with families and manage operation and compliance of the program
- Maintain program resources and inventory
- Participate in district in-services, workshops, and/or seminars as directed
- Plan, research, and develop in-services/meetings for staff development
- Participate in IEP meetings as needed
- Travel to different locations for meetings and program activities

### **ORGANIZATIONAL RESPONSIBILITIES**

This is the lead position in the district's Early Childhood Program and operates under the supervision of the Executive Director, Educational Services. The Program Manager assigns, conveys instructions to, and informally evaluates Early Childhood Program staff. It is not a management position.

### **QUALIFICATIONS**

To perform this job successfully, an individual must possess:

#### **Knowledge of:**

- Laws, policies, and regulations pertaining to child development programs
- Title 5 and Title 22 regulations, CDE standards and reporting
- Child development and developmentally appropriate practices
- Organizational principles and practices

#### **Ability to:**

- Establish and maintain cooperative and positive relationships with all educational partners
- Learn district computer software programs
- Develop and implement preschool program guidelines
- Communicate clearly and effectively, orally, and in writing
- Maintain records and prepare reports and routine correspondence as needed using a variety of technology
- Work independently with minimal supervision
- Work effectively with diverse school populations
- Maintain regular attendance and punctuality

**Education and Experience:**

- Bachelor’s Degree is required; a Master’s Degree in Child Development, Early Child Education, or Administrative Credential is preferred
- Experience in coordinating and developing early childhood programs preferred

**Licenses and Certificates:**

- Valid CDE Child Development Program Director Permit
- Valid California Driver’s License
- Certificate in EMSA Pediatric Cardiopulmonary Resuscitation (CPR)
- Pediatric First Aid/Health and Safety Training Certification

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

While performing duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There is possible exposure to bloodborne pathogens, body fluids, and communicable diseases. Occasional work with sharp objects (i.e. syringes, scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing, as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 30 pounds but may involve heavier objects up to 50 pounds with assistance. This position may require providing physical assistance to students of various weights. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and the ability to focus are required. This position requires both indoor and outdoor work.

Approved: June 16, 2016  
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