



## MANAGER, STATE PRESCHOOL PROGRAM

### **DEFINITION**

Under direction, plans, organizes, and directs State Preschool operations and activities including early childhood education services provided by contractors; directs communications, contracts, compliance, and information to meet community childcare needs and ensure efficient program activities; provides highly responsible and complex professional assistance to the Executive Director of P-3 and Early Education in areas of expertise; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Executive Director, P-3 and Early Education. Exercises direct supervision over professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, reviewing, and evaluating State Preschool programs and services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget and contract administration and reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, and directs State Preschool operations and activities including early childhood education services provided by contractors; establishes and maintains Program timelines and priorities; ensures Program and contractor services and activities comply with established standards, requirements, contract specifications, laws, codes, regulations, policies, and procedures.
- Coordinates and directs communications, contracts, compliance functions, and information to meet community childcare needs and ensure smooth and efficient Program activities; oversees the development and implementation of State Preschool programs, services, plans, strategies, processes, projects, goals, and objectives.
- Monitors services provided by contractors to ensure compliance with established standards, requirements, and contract specifications; visits sites to observe activities, confers with staff, provides technical support, reviews documentation, and ensures child development needs are being met; identifies and ensures proper and timely resolution of compliance issues.
- Supervises and evaluate the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; coordinates subordinate work assignments and reviews work to ensure compliance with established standards, requirements,

- and procedures; researches, selects, and provides training to new contractors as needed.
- Oversees and participates in the preparation and maintenance of a variety of records, reports, and files related to Program services, contractors, budgets, contracts, applications, compliance, attendance, personnel, and assigned activities; ensures mandated reports are completed in compliance with established timelines and requirements.
  - Develops and prepares the annual preliminary budgets for the State Preschool program and related contracts; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; researches, obtains, and maintains Program funding as directed; ensures proper processing of reimbursement claims.
  - Completes the annual program self-evaluations for all Title 5 contracts; analyses data to identify program gaps and creates, executes, and ensures plan of action will close identified gaps by end of year.
  - Manages the preparation, facilitation, and successful pass of the State's program audits, ensuring that the State Preschool programs are compliant and in good standing.
  - Prepares, develops, negotiates, and implements contracts and amendments for childcare services provided by community contractors; completes annual contract renewal applications; collects, compiles, assembles, and processes related forms from community childcare agencies; prepares applications for special funds; submits contracts and amendments for approval.
  - Coordinates State Preschool communications, services, and information between the Office, contractors, childcare providers, parents, outside agencies, governmental organizations, and the public; ensures proper and timely resolution of related issues, complaints, and conflicts; establishes and maintains partnerships to facilitate and enhance support for State Preschool services.
  - Develops, implements, and conducts training and staff development activities for childcare providers concerning State Preschool and related early childhood education services; prepares and delivers oral presentations and explains related principles, theories, standards, guidelines, requirements, practices, procedures, and techniques.
  - Provides consultation and technical assistance to contractors, personnel, administrators, outside agencies, and others concerning State Preschool services; responds to inquiries and provides detailed and technical information concerning related standards, requirements, reports, contracts, funding, issues, resources, plans, principles, practices, laws, codes, regulations, policies, and procedures.
  - Maintains current knowledge of educational methods, practices, and standards related to early childhood education and related laws, codes, regulations, policies, and procedures; modifies services to ensure compliance with standards and requirements as needed.
  - Participates in a variety of community outreach activities to facilitate and enhance community awareness of and participation in State Preschool services; prepares and distributes a variety of promotional and informational materials.
  - Provides technical information and assistance to the Administrator, Child, Youth & Family Services regarding State Preschool services, needs and issues; assists in the formulation and development of policies, procedures, and programs.
  - Provides specialized training to ensure Program quality in areas such as pre-kindergarten guidelines, desired results, early literacy, and transition to kindergarten.
  - Coordinates, attends, and conducts a variety of meetings; presents materials and information concerning State Preschool and related contractor services, issues, needs, and activities; attends and participates in various committees, workshops, and conferences.
  - Ensures staff observe and comply with all Office and mandated safety rules, regulations, and protocols.
  - Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in early childhood education or a closely related field; and
- Four (4) years of increasingly responsible experience in early education program management, contract administration and compliance, or a closely related field.

**Licenses and Certifications:**

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.
- Possession of a valid State of California Child Development Permit – Program Director level, to be maintained throughout employment.

**Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Planning, organization, and direction of State Preschool operations and activities including early childhood education services provided by contractors.
- Principles of child development and early childhood education.
- Practices and procedures involved in the preparation, development, and negotiation of contracts.
- Public Agency budgetary, contract administration, administrative practices, and principles of risk management related to the functions of the assigned area.
- Practices, procedures, and techniques involved in obtaining and maintaining grants, contracts, and other funding sources and the preparation and development of related proposals and contracts.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the State Preschool Program.
- Plan, organize and direct State Preschool operations and activities including early childhood education services provided by contractors.
- Coordinate and direct communications, contracts, compliance functions and information to meet

- community needs and ensure smooth and efficient program activities.
- Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic, and social backgrounds.
- Monitor services provided by contractors to assure compliance with established standards, requirements, and contract specifications.
- Prepare, develop, negotiate, and implement contracts and amendments for program services.
- Provide consultation, training, and technical assistance concerning State Preschool services.
- Prepare and administer complex grants, contracts, and program budgets; allocate limited resources in a cost-effective manner.
- Ensure the maintenance and retention of complex records, files, reports, and other documents.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.