



Job Description

POSITION TITLE:	Program Manager I, Early Learning and Care (ELC) Workforce Support Early Childhood Education Educational Services (CERTIFICATED)	#6245
SALARY PLACEMENT:	Management Salary Schedule Range 8	

SUMMARY OF POSITION:

Under direction of the Early Education and Support administration, the Program Manager – ELC Workforce Support will work with SJCOE Early Education and Support staff and educational partners to design, coordinate, deliver, and evaluate direct early learning and care (ELC) workforce supports including data-driven training, technical assistance, coaching, assessment, monitoring, and resources.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a bachelor's degree in Early Childhood Education or a closely related field. Possess or be eligible for a Child Development Permit at the Site Supervisor or Program Director level. Two years of work experience in planning, developing and leading professional training and technical assistance services in early learning and care programs.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a master's degree with major coursework in child development, early education, education, educational psychology, or a related field. Supplemental authorization(s) such as California Preschool Instructional Network, Desired Results Developmental Profile, Teaching Pyramid, Trauma Informed Care, Classroom Assessment Scoring System, or the Environment Rating Scale. Possess a valid California Teaching Credential.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- local, state, and federal laws, codes, regulations, requirements, and expectations
- current resources, tools, and initiatives in the early learning and care field
- high-quality teaching and effective instructional practices
- diverse strategies and approaches to working successfully with adult learners
- principles and practices for developing, implementing, managing, and evaluating ELC workforce resources, supports, and services

Ability to:

- effectively lead a team including support, supervision, and evaluation of staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- develop and maintain effective working relationships with ELC staff and administrators in subsidized and non-subsidized programs to provide workforce support and promote program quality
- collect, organize, analyze, and present data to inform quality improvement efforts and decision-making for the department and educational partners in support of the ELC workforce

Possess:

- skill in planning, coordinating, and conducting meetings, trainings, and events
- 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 county office programs, 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. Plan, coordinate, conduct, and evaluate training and technical assistance, coaching/mentoring, data collection and management, monitoring, 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. 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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.