



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Director I</b>	<b>JD#6368</b>
	<b>Governance and Monitoring Oversight</b>	
	<b>Early Education and Support</b>	
	<b>Professional Learning and Support</b>	
<b>SALARY PLACEMENT:</b>	<b>Senior Management Salary Schedule</b>	
	<b>Range 1</b>	

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### **SUMMARY OF POSITION:**

The Director of Governance and Monitoring and Oversight provides strategic leadership and oversight for monitoring, regulatory compliance, and operational systems across federally and state-funded early childhood programs. This position ensures full compliance with applicable federal regulations, Federal Uniform Guidance, state preschool requirements, childcare licensing standards, and funding agency mandates. This position will work to ensure full enrollment and program optimization across federally and state-funded early childhood programs.

Reporting to the Division Director of Early Education and Support, this position provides leadership in operational excellence, risk management, continuous quality improvement systems, and fiscal stewardship in coordination with the business department, to ensure high-quality services to children and families across all program models.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's degree in Business Administration, Accounting, Public Administration, Finance, or related field. Any combination of formal education or increasingly responsible experience in business administration or early childhood education may be substituted for degree requirements. Three years' experience managing federal and/or state-funded programs. Progressive leadership experience in fiscal management, compliance, and/or operations. Experience in multi-program budgeting and cost allocation. Knowledge of federal grant management requirements and state preschool funding regulations.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Master's Degree in Business Administration, Early Education or related field. Experience leading audits and monitoring reviews. Experience in early childhood systems.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- federal grant management requirements and state preschool funding regulations
- cost allocation, internal controls, procurement standards, and contract management
- cross-program integration
- leading audits and monitoring reviews
- Head Start Performance Standards
- Head Start regulations and governance requirements.
- Uniform Guidance (2 CFR 200) including cost principles, procurement, and audit requirements
- exceptional analytical, organizational, and problem-solving skills.
- California Title 22 Community Care Licensing regulations, including operational, health and safety,

supervision, staffing ratios, personnel requirements, facility standards, and documentation requirements applicable to licensed childcare centers.

- California Title 5 regulations governing state-funded early learning and care programs, including requirements related to enrollment eligibility, attendance reporting, family fees, contractor responsibilities, program quality standards, and fiscal reporting for CSPP and childcare contracts.

Ability to:

- interpret complex regulatory frameworks and operationalize them into systems
- communicate financial and compliance information clearly to diverse stakeholder
- operate a computer
- understand, interpret, and review property leases and liabilities
- evaluate, train, and supervise the work of others with minimal supervision
- build leadership capacity across program management teams regarding fiscal accountability and regulatory compliance
- analyze situations accurately and adopt an effective course of action
- present ideas effectively to individuals and groups, both orally and in writing
- conduct significant personnel functions with minimal direction, accurately, and within scheduled deadlines
- delegate and hold accountable those responsible for carrying out the policies and procedures
- be flexible based on program needs
- write correspondence independently
- establish and maintain cooperative working relationships

Possess:

- demonstrated experience ensuring compliance with 2 CFR 200 regulations
- strong analytical, organizational, and strategic planning skills
- excellent interpersonal skills
- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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
- word processing skills
- spreadsheet skills
- database skills

### **DISTINGUISHING CHARACTERISTICS:**

The Director series represents advanced management positions and has three levels.

### **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, staff development, 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. Oversee and manage budgets.

12. Prepare reports as needed for program.
13. Function as a resource/liaison to provide information and clarification to SJCOE staff and external entities.
14. Attend various work-related conferences and seminars related to personnel practices and procedures. Advise county programs and districts of pertinent information.
15. Manage and prioritize multiple and complex tasks. Apply time management skills.
16. Attend to administrative and clerical details utilizing initiative, problem analysis techniques, good judgment, and confidentiality. Assume responsibility and exercise sound judgment.
17. Answer telephone calls; handle visitors; receive and relay messages; handle requests for information and assistance.
18. Prepare and present financial reports, monitoring updates, and risk assessments
19. Ensure compliance with all applicable federal and state regulations governing early childhood programs.
20. Maintain systems to ensure compliance with childcare licensing requirements and health and safety standards.
21. Lead internal monitoring, risk assessments, and corrective action processes.
22. Coordinate audits, federal and state reviews, and monitoring visits.
23. Ensure timely and accurate submission of required fiscal and programmatic reports.
24. Maintain up-to-date policies aligned with governance and regulatory expectations. Develop, maintain, evaluate Standard Operating Procedures, and coordinate daily tasks.
25. Assist with the management of department property leases, liabilities, vehicle fleet, and facility use.
26. Facilitate and implement projects; oversee software programs that pertain to the department.
27. Assist with the department budget development.
28. Serve as a key liaison to the Governing Board and advisory bodies regarding fiscal and compliance matters
29. 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. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.