

JOB DESCRIPTION
August 2019

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ASSOCIATE MANAGER – EARLY CHILDHOOD EDUCATION

General Purpose:

This Associate Manager – Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the Assistant Superintendent, Early Childhood Education (ECE). The Associate Manager – ECE assists with coordination and implementation and supervision of local, state and federally funded programs serving young children and their families. These programs include CaWORKs Child Care Stages 1, 2 and 3, Alternative Payment Programs, Early Literacy, Foster Bridge Child Care, Resource/ Referral and other related programs and services.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Under the direction of the Assistant Superintendent, ECE, develops and implements systems for administering subsidized child care programs and services.
- Establishes and maintains clear communication and cooperative working relationships with staff, families, California Department of Education, County of Placer, child care providers and community stakeholders/resource providers.
- Facilitates and records team meetings.
- Supervise assigned staff and provide training and coaching to staff.
- Assists with and oversees data reporting to local, state and federal funding sources.
- Ensures compliance with all regulations.
- Develops and implements systems for quality control and quality improvement.
- Coordinates training and technical assistance for staff.
- Supports successful implementation of all programs, services and supports.
- Supports and implements the principles of improvement science.
- Assists with data collection, analysis and interpretation.
- Coordinate a variety of special projects in related areas as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree in a job related area is preferred.

Experience:

- At least 3 years of case management or administrative experience working in early childhood education programs funded by the California Department of Education

Knowledge, Skills and Abilities:

- Knowledge of laws, rules and regulations children and families, with an emphasis on state and federal regulations.

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- Knowledge of the workings of governmental agencies, such as child welfare, education and human services.
- Skills in effective oral and written communication.
- Skills required to utilize pertinent software applications.
- Skills in time management.
- Skilled in presenting to large groups.
- Skilled in facilitation.
- Ability to lead collaborative efforts with a variety of disciplines and agencies.
- Ability to work with diverse children and families including those who are socio-economically, culturally and ethnically diverse and those who have exceptional needs.
- Ability to work independently and as part of a team.
- Ability to work for periods of time analyzing data.
- Ability organize large amounts of data.
- Ability to generate reports to stakeholders, including State or Federal Agencies.
- Ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to establish and maintain cooperative and professional working relationships with individual, groups and public and private agency personnel.
- Ability to plan, organize and conduct trainings.
- Ability to maintain and improve professional skills and knowledge.
- Ability to adhere to timelines.
- Ability to problem solve, to analyze issues, create plans of action and reach solutions.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 17

Reviewed and Approved:

Superintendent:



Date:

8/30/19

Human Resources:



Date:

8-29-19