

JOB DESCRIPTION

September 2025

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

ASSOCIATE MANAGER - SUBSIDIZED CHILDCARE PROGRAMS

General Purpose:

This Associate Manager - Subsidized Childcare Programs is responsible to the County Superintendent and works under the direct supervision of the designated manager. The Associate Manager - Subsidized Childcare Programs assists with management, supervision, and implementation of local, state and federally funded programs serving young children and their families. These programs may include CalWORKs Child Care Stages 1, 2 and 3, Alternative Payment Programs, State Preschool, Head Start, Early Head Start, Quality Improvement Initiatives, Foster Bridge Child Care, Resource/ Referral, Local Planning Council and other related programs and services. This is a Classified Management position.

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

- Assists the designated administrator to develop and implement systems for administering early childcare programs and services.
- Establishes and maintains clear communication and cooperative working relationships with staff, families, California Department of Education, California Department of Social Services, County of Placer, childcare providers and community partners/resource providers.
- Facilitates and records team meetings.
- Supervises assigned staff and provides 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.
- Designs and implements training and technical assistance for staff.
- Supports successful implementation of all programs, services and supports.
- Assists with data collection, analysis and interpretation.
- Manages 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.

ASSOCIATE MANAGER – SUBSIDIZED CHILDCARE PROGRAMS/PAGE 2

Experience:

- At least three years of increasingly responsible experience in case management, administration or implementation of early childhood education programs and initiatives funded by the California Department of Education or California Department of Social Services.

Knowledge, Skills and Abilities:

- Knowledge of laws, rules and regulations children and families, with an emphasis on state and federal regulations.
- 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 to organize large amounts of data.
- Ability to generate reports to partners, 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 individuals, groups and public and private agency personnel.
- Ability to plan, organize and conduct training.
- 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.
- Ability to maintain a flexible work schedule.

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 require 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.
- 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 18

Reviewed and Approved:

Superintendent:  Date: 9/15/25

Human Resources:  Date: 9/15/25