

JOB DESCRIPTION  
May 2021

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

**DIRECTOR, EARLY CHILDHOOD EDUCATION**  
**(Executive Director, First 5 Placer Children and Families Commission)**

**General Purpose:**

A Director, Early Childhood Education is responsible to the County Superintendent and works under the direct supervision of the designated administrator. The Director, Early Childhood Education serves as the Executive Director for the First 5 Placer Children and Families Commission and is responsible for the planning, development, organization and implementation of the goals and objectives of First 5 Placer as defined by its adopted strategic plan, the California Children and Families Act of 1998 and the bylaws and administrative policies of the First 5 Placer Children and Families Commission. This is a classified management position.

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

- Manages the process of involving community stakeholders in developing a strategic plan and facilitates updates to the strategic plan as required.
- Develops operational goals and plans for carrying out direction of the Commission, manages operations to implement these plans and communicates status information to the Commission and the community.
- Works with the Commission and its committees to plan, conduct and otherwise support meetings of the Commission and its committees.
- Provides appropriate information, options and recommendations to assist the Commission with understanding pertinent issues, including legislative issues.
- Directs, supervises and collaborates with support staff.
- Develops and maintains a positive work environment.
- Ensures compliance with established workplace standards.
- Develops and maintains open and positive communication with the Commission, staff and the community of interest.
- Tracks changes in state and local regulations affecting the Commission. Works with the Commission to ensure that the Commission is in compliance with all applicable laws and regulations and maintains a positive connection with First 5 California.
- Ensures that all meetings involving a quorum of the Commission are publicly noticed and otherwise conform to the requirements of the Ralph M. Brown Act.
- Ensures that resources are used effectively, accountability is maintained for all resources and all legal requirements related to Commission funds are met.
- Develops a documented process and timetable for making decisions on awarding funding for programs and services outlined in the Commission's strategic plan.
- Coordinates staff activities to assist the Commission with carrying out the funding allocation process including issuing of requests for applications, coordinating the provision of information and technical assistance to potential providers, receiving and managing proposals and applications, coordinating the proposal review process and otherwise supporting the funding process.
- Monitors contractor performance for compliance with provisions of the contract. Participates in, and oversees the Commission's evaluation process to insure that desired outcomes are being achieved by contracted service providers. Communicates results achieved to the Commission and the community and maintains compliance with state First 5 evaluation and reporting requirements.

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- Works with the Commission to develop an annual budget and administers the budget in accordance with guidelines established by the Commission.
- Identifies, evaluates and makes specific recommendations to the Commission regarding opportunities to leverage funds in order to maximize and sustain project funding.
- Ensures that accurate and appropriate financial records are kept in accordance with accepted accounting standards established for First 5 Commission funds.
- Reports any fiscal issues to the Commission and Placer County Office of Education immediately along with recommendations for remedies.
- Maintains a close working relationship with contract providers, individuals and organizations that are concerned with the health, welfare and education of children and their families.
- Promotes collaboration and integration of services through coordinated planning; service delivery; and, information sharing among providers of early childhood development and family support services.
- Builds positive relationships with all children's advocacy groups within the community to include: parents, businesses, educators, service providers and government entities that are responsible for delivery of services and programs that benefit children and families and promote early childhood development.
- Develops and implements media strategies that build social capital and promote the message of the importance of early childhood development and early brain development and maintains a positive public perception of the First 5 Placer Commission.

### **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:**

- Bachelor's degree from an accredited institution in job related area is required.

#### **Experience:**

- Job related experience with increasing levels of responsibility is required.
- First 5 experience is desired.

### **Knowledge, Skills and Abilities:**

- Knowledge of and ability to read and interpret local, state and federal laws and regulations.
- Knowledge of the unique needs of children prenatal to age five and their parents.
- Skills in time management.
- Skills in program development and supervision.
- Ability to analyze and interpret policies, develop and implement policies and procedures and to apply program rules and regulations.
- Ability to manage budgets.
- Ability to read and interpret education, health and social science research/statistics, and to analyze, collate and/or classify data.
- Ability to prepare technical materials and accurate program reports.
- Ability to supervise staff.
- Ability to communicate, and maintain cooperative, professional relationships with staff, colleagues, agency partners and community.
- Ability to operate job related equipment, and to perform multiple technical tasks with an ongoing need to upgrade skills.

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### **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 environment, and involves contact with staff, representatives of other agencies, and the community.

### **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.
- 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.

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**FLSA Status:** Exempt

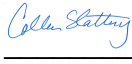
**Employee Group:** Management

**Salary Grade:** Level 7

Reviewed and Approved:

Superintendent: 

Date: 5/18/2021

Human Resources: 

Date: 5/17/2021