

JOB DESCRIPTION  
December 2020

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

**DIRECTOR OF EARLY LEARNING**

**General Purpose:**

A Director of Early Learning is responsible to the County Superintendent and works under the direct supervision of the designated administrator. A Director of Early Learning manages and supervises early learning services of the Placer County Office of Education (PCOE), ensuring that the services are provided in an efficient manner and in conformance with county, state and federal laws, regulations and guidelines. This is a certificated management position.

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

- Supervises assigned personnel including hiring, training, evaluating and recommending reassignments, termination and disciplinary actions; assigns and monitors work flow; provides guidance and support for assigned projects; supervises preparation of county, state and federal reports to ensure accurate and timely reporting and compliance with California Department of Education and other legal/regulatory guidelines.
- Directs, plans, organizes and supervises the operation of PCOE early education and child care programs.
- Implements assigned programs and/or projects including staff and client training for the purpose of conforming to federal, state and local laws and regulations and PCOE's objectives.
- Manages quality initiatives at the local, state and federal levels.
- Represents PCOE at various professional and community meetings.
- Assists with annual self-reviews for state preschool and Head Start/Early Head Start.
- Maintains records and/or files for the purpose of documenting information and/or compliance with local, state and federal laws and regulations.
- Monitors a variety of programs and processes for the purpose of directing staff activities which includes monitoring program sites and case files for accuracy and completeness, assuring compliance with program requirements, policies and procedures.
- Manages various programs for the purpose of ensuring components are managed effectively in accordance with organizational objectives and regulatory compliance including state preschool, general child care, Head Start and Early Head Start.
- Prepares a variety of reports in order to ensure compliance and/or secure funding.
- Collaborates and communicates with other PCOE departments.
- Makes hiring recommendations, and supervises and evaluates assigned personnel.
- Interviews, makes hiring recommendations, trains and supervises substitutes.
- Designs and implements staff, teacher and family training.
- Supervises Early Learning staff.

**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 child development, education or related field is required.

## **DIRECTOR OF EARLY LEARNING/PAGE 2**

- A Master's degree in child development, education or related field from an accredited university of college is preferred.

### **Experience:**

- Three years of increasingly responsible experience in administration of child care and development programs including supervision of staff is required.

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

- Knowledge required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions.
- Knowledge and understanding of the goals and objectives of early childhood education; child development program functions, operations and requirements; data collection and fiscal management; principles of training, coaching and supervision.
- Knowledge of Community Care Licensing Title 22, California Department of Education Title 5 regulations.
- Knowledge of developmentally appropriate practices and curriculum, diversity and equity issues and best practices, early learning environments and assessments.
- Skills required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Ability to interpret and apply policies, laws, rules and regulations as applicable.
- Ability to take responsibility and use good judgment in exercising scope of authority.
- Ability to design and implement training programs.
- Ability to operate a variety of office equipment, including microcomputers, photocopy machines, calculator, laminator and audiovisual equipment.
- Ability to schedule a significant number of activities; routinely gather, collate and/or classify data; and use basic job related equipment.
- Ability to be flexible in working with others under a wide variety of circumstances.
- Ability to operate equipment using standard methods of operation.
- Ability to work with a significant diversity of individuals and/or groups.
- Ability to work with data of varied types and/or purposes and utilize job related equipment.
- Ability to maintain accurate records.
- Ability to communicate with persons of varied cultural and educational backgrounds.
- Ability to maintain confidentiality.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid Child Development Program Director Permit from the California Commission on Teacher Credentialing or must possess a valid California teaching or services credential based upon a bachelor's degree and student teaching and a valid California Administrative Services Credential.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

**DIRECTOR OF EARLY LEARNING/PAGE 3**

**Work Environment:**

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

**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 7

Reviewed and Approved:

Superintendent: Gayle Garbolino-Mojica

Date: 12/9/2020

Human Resources: Collen Slatney

Date: 12/9/2020