

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: ADMINISTRATIVE SUPPORT

CLASSIFICATION: CERTIFICATED

JOB TITLE: EDUCATION DIVISION MANAGER

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee, is responsible, in coordination with the leadership team members, for the implementation and monitoring of the Performance Standards and Funding Terms and Conditions department wide.

REPRESENTATIVE DUTIES:

Seek resources to meet and expand program services. ***E***

Assist with facilities development. ***E***

Know and implement Performance Standards and Funding Terms and Conditions. ***E***

Write, revise and up-date program plans and assists with writing grants. ***E***

Assist other leadership team members with developing and implementing training plan. ***E***

Monitor department Guidance and Procedure Manual, develop guidelines, procedures and forms as needed; verify consistency with County Office policies, education code, and other specific requirements. ***E***

Promote public relations, community relationships, and inter-agency agreements. ***E***

Recruit and train quality program staff. ***E***

Collaborate and communicate with parents, staff and community members. ***E***

Organize and participate in the Child Development and Health Committee of the Policy Council. ***E***

Provide direction for the Child Development and Health Services Area. ***E***

Complete reports and submit to the Policy Council. ***E***

Participate in leadership team meetings and other required staff meetings. ***E***

Promote team building and universal services to families and children. ***E***

Organize and prepare for mandated and required Federal and State program review. ***E***

Read, interpret, apply and explain rules, regulations, guidance's, policies and procedures. ***E***

Plan and conduct regular staff meetings in program focus area. *E*

Plan and coordinate orientation of new education staff. *E*

Supervise and evaluate the performance of assigned staff; recommend transfers, reassignments, disciplinary actions, and terminations, as needed. *E*

Develop the training plan including surveying staff and assessing needs. *E*

Review children's files regularly for required documentation and offer staff direction as needed in maintaining complete files. *E*

Monitor staff and sites regularly as dictated by program focus area. *E*

Assist in maintaining a quality child development program through ongoing collaboration. *E*

Ensure that high standards of early childhood education and child development are implemented. *E*

Monitor child attendance and follow-up with families as needed. *E*

Promote parent development and involvement. *E*

Understand and apply the principles of empowering when assisting families. *E*

Assist with Community Assessment. *E*

Oversee site budgets to maintain fiscal responsibility. *E*

Approve purchase of developmental supplies and materials. *E*

Maintain knowledge of community resources for low-income families. *E*

Oversee and implement services to children with special needs. *E*

Maintain confidentiality. *E*

Operate a variety of office equipment to perform assigned duties. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budget development, grant writing and program monitoring
Adult learning styles, skills and techniques of teaching adults
Basic interview practices
Child care and child development and related services

Principles and practices of supervision and training
Correct English usage, grammar, spelling, punctuation and vocabulary
Laws, rules and regulations related to assigned activities
Interpersonal skills using tact, patience and courtesy
Standard office practices and procedures including record-keeping, report writing, filing, and organizing information and materials
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Effectively communicate with staff to carry out program requirements
Oversee the activities of the designated area and assure effective program operations
Interpret, apply, and explain rules, regulations and policies
Organize workload and handle multiple tasks at one time
Work with adults to carry out program requirements
Supervise and evaluate the performance of assigned personnel
Establish and maintain effective working relationships
Prepare reports, correspondence, and other written materials related to recruitment and training with child care providers
Work a varied schedule, including evenings, weekends, and early mornings
Communicate effectively both orally and in writing
Lift and carry objects weighing up to 40 pounds
Maintain confidentiality of personnel, student and family issues
Operate a variety of office equipment to perform assigned duties
Operate a computer to complete reports and maintain data
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Baccalaureate or advanced degree in Early Childhood Education or a baccalaureate or advanced degree and equivalent coursework in Early Childhood Education with early education teaching experience; and Child Development Site Supervisor or Program Director permit.

LICENSES AND OTHER REQUIREMENTS:

College transcripts
Valid Child Development Site Supervisor or Program Director permit
Valid California driver's license, current insurance, and access to a vehicle for work
Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone
Seeing to read and prepare a variety of document and reports
Sitting or standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Bending at waist, kneeling and squatting
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
Be physically mobile to make site visits and enter a variety of structures
Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Certificated - Unrepresented

FLSA Status: Exempt

Salary Schedule: 230

Approval Date: June 2022