

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: ADMINISTRATION

CLASSIFICATION: CERTIFICATED

JOB TITLE: DIRECTOR - CHILDREN'S SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, plan and oversee the programmatic and fiscal operations of State and Federal child development programs and related support services; provide leadership in developing services and resources to meet the needs of children and families; become an education leader; supervise and evaluate the performance of assigned staff; supervise and evaluate the operational effectiveness of the programs within the department; provide leadership through participation on the Superintendent's Management and Executive Team.

REPRESENTATIVE DUTIES:

Provide direction and coordination for the planning, implementation and evaluation of the programs in Children's Services towards achieving high standards of quality and performance; provide vision and leadership in ensuring school readiness success in collaboration with local school districts and the community; provide leadership for all component areas of service to be implemented by all programs. **E**

Interpret all governmental statutes, regulations, transmittal notices and memoranda pertaining to all programs; develop policies and operating procedures based on these guidelines; coordinate staff efforts to ensure that all programs meet required funding terms and conditions to maintain direct funding; establish a continued improvement planning process. **E**

Monitor the appropriateness and accountability of programs activities according to established categorical funding terms and conditions; make or recommend changes as needed; coordinate fiscal and program compliance reviews; monitor the fiscal accountability of program activities according to contract agreements. **E**

Coordinate and update the community needs assessments, develop goals and objectives annually based on data collected with the assistance of staff, parents, providers and/or Policy Council. **E**

Direct, prepare and maintain a variety of narrative and statistical reports, records and files related to grants, planning activities, payroll, budget information, population characteristics and other reports as assigned. **E**

Establish public relations and collaboration with public school districts, systems of higher education and other agencies within the community. Communicate with other administrators, County Office personnel, State and Federal agencies and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Plan, organize and implement long and short-term programs and activities designed to develop facilities and quality services for children and families. **E**

Coordinate with the Facilities Supervisor a schedule to ensure a clean, safe and orderly learning and working environment for staff, students and the public through administration of the maintenance, operations, repair and cleanliness of facilities. **E**

Prepare grant applications for basic funding, carry-over, discretionary funding and supplemental funding when applications for new grants are indicated; prepare renewal applications when updates are required by funding source. **E**

Supervise and evaluate the performance of assigned staff; interview and recommend new employees; recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training for staff. **E**

Assist in the development and preparation of the annual preliminary budget for Children's Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. **E**

Coordinate and analyze program outcomes and staff needs towards effective professional development. Provide technical expertise, information and assistance to the Superintendent (Board of one) regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate actions. **E**

Utilize data towards changes, program planning and publicity of program.

Attend a variety of conferences and meetings.

Operate a computer and other standard office equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the programmatic and fiscal operations of various categorical programs of the Department

Child development theory and practice, including appropriate methods and strategies for curriculum and instruction

Review processes for programs in the department

Budget preparation and control, and accounting principles

Principles and practices of supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Modern office practices, procedures and equipment

Oral and written communication skills, including correct English usage, grammar, spelling, punctuation and vocabulary

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Plan, organize and direct the programmatic and fiscal operations of various categorical programs of the department

Assure quality of program operations and compliance with program requirements

Supervise and evaluate the performance of assigned staff

Coordinate and conduct reviews

Coordinate operations of multiple programs

Communicate effectively both orally and in writing

Read, interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

Direct the maintenance of a variety of reports and files related to Children's Services activities and operations

Operate a computer to complete reports and maintain data

Operate a variety of office equipment to perform assigned duties

Lift and carry objects weighing up to 40 pounds

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Minimum required:

Bachelor's degree with 24 Early Childhood Education/Child Development (ECE/CD) units including core courses plus 6 units administration and 2 units adult supervision and experience in supervision of staff, fiscal management, and administration.

LICENSES AND OTHER REQUIREMENTS:

Professional credential or Program Director permit in education, child development or related field

Experience with Head Start and State Early Education Support programs preferred

Valid California driver's license

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:

Constant interruptions

Office

School sites

Infant, Toddler and Preschool centers

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time
Hearing and speaking to exchange information and make presentations
Hearing and speaking to exchange information in person or on the telephone

Seeing to read and prepare a variety of document and reports
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
Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases
Potential for confrontation with dissatisfied persons

Employee Group: Management – Certificated

FLSA Status: Exempt

Salary Schedule: 201

Approval Date: May 2017