

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2020
RANGE: 18.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 6, 8

MANAGER – EARLY LEARNING SERVICES

DEFINITION

Under general direction, the Manager – Early Learning Services is responsible for executing a broad range of assignments in support of the planning, organization, coordination, and implementation of the Quality Rating and Improvement System and Early Learning Programs associated with the Kern County Superintendent of Schools.

EXAMPLES OF DUTIES

Oversee the implementation of Quality Rating and Improvement System, Local Planning Council, and other early learning programs, as appropriate;

promote and facilitate the expansion of high quality and accessible early learning services throughout Kern County, including use of social media, website, and dissemination of training and early learning material;

facilitate the local Quality Rating and Improvement System Consortium to plan and address current and future issues, includes recruitment of members;

attend and represent the office at appropriate State hearings, meetings, conferences, and trainings;

collaborate with local institutions of higher education to address the educational needs of the early learning community;

serve on task forces or committees related to early childhood issues throughout the state, as appropriate;

assist with implementation, coordination, and monitoring grants and contracts issued by federal, State, and local funders;

assist with the oversight of budgets and ensuring expenditures, including block grants and stipends, are in accordance with established quality improvement guidelines set forth by federal, State, and local funders;

initiate and monitor contracts/agreements with quality improvement subcontractors, participating child care centers, family child care providers, or alternative sites;

research, organize, prepare, evaluate, and maintain a variety of quantitative and qualitative reports and program evaluations to ensure compliance of early learning quality improvement programs, staff development, and goals and objectives of the office;

prepare written and oral reports to be presented to respective agencies and/or Boards;

maintain current knowledge of research, best practices, and standards related to early learning;

recommend and assist in strategic planning and the implementation of department and division goals and objectives;

train, supervise, and evaluate the performance of assigned staff, including providing training on quality improvement coaching strategies;

maintain current knowledge and best practices of leadership and management to assist employees with growth and development;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

Budget preparation and control;

early childhood providers, community agencies, and programs related to early childhood throughout the county;

trends and practices in the field of early childhood;

local/state health and safety codes and regulations applicable to early childhood facilities;

the range of governmental legislation and source of funding that affect early learning programs;

principles of child development;

quality issues related to early childhood.

Ability to:

Demonstrate administrative skills and abilities to communicate effectively and persuasively at government, community, and public meetings;

exercise sound administrative judgment, originality, and initiative in the development of new methods and procedures in the solution of difficult problems;

plan, organize, implement, and evaluate effective programs and activities;

write reports and correspondence, clearly, and effectively;

work independently with minimal supervision; maintain schedules and timelines;

attend evening and weekend meetings, conferences, and trainings as needed;

maintain current knowledge of research, best practices, and standards related to early childhood education;

travel within Kern County and the State of California.

Experience:

Three (3) years' experience in, leadership and management of education, family services, child development or community service programs, and as an advocate or consultant for early childhood service agencies, or programs directly related to early childhood.

A minimum of one (1) year experience in employee supervision and performance management.

Education:

Graduation from a recognized four-year college or university with a degree in Child Development, Early Childhood Education, Family Studies, or related field.

Master's degree preferred in Early Childhood Education, Child Development, or related field.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of six months.

CP: rn

2/7/2020

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