

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2019
RANGE: SALARY SCHEDULE #21
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

DIRECTOR II - COMMUNITY CONNECTION FOR CHILD CARE (CCCC)

DEFINITION

Under the direction of the Administrator of Instructional Services, the Director II - Community Connection for Child Care (CCCC) will function within the Office of the Kern County Superintendent of Schools.

The Director II - Community Connection for Child Care (CCCC) is responsible for the coordination and administration of programs of the Community Connection for Child Care.

ESSENTIAL FUNCTIONS

Coordinate classified personnel services for Community Connection for Child Care, to include recruitment, selection, and assignment of personnel;

supervise operational programs for Community Connection for Child Care, including budget preparation and budget control, administration and control of purchasing, inventory and distribution;

provide management support for Community Connection for Child Care;

provide coordination with community agencies involved with Community Connection for Child Care;

develop annual budgets with Business Office for each CCCC project;

on a monthly basis, review income and expenditures with Division Administrator;

sign off on work orders and requisitions;

assign regulations to specific budgets;

act as liaison between CCCC staff and Division Administrator;

identify grant sources and evaluate potential for funding;

work with KCSOS Grants Department to write grant applications;

negotiate contracts;

monitor grant reports and authorize prior to sending to funding agencies;

monitor program implementation and assure that grant objectives are met;

solicit, where appropriate, private foundation/corporate donations;

supervise CCCC staff throughout the County;

write and process job applications;

conduct employment interviews;

write and administer performance evaluations;

monitor employee absences, tardiness and performance;

assure that employee duties are fulfilled;

approve employee vacations;

recommend/approve employee travel and conference requests;

implement staff orientations;

attend staff meetings of CCCC Divisions; represent CCCC at key community meetings;

make public presentations on behalf of the agency;

act as spokesperson for the CCCC, as necessary;

monitor legislation that affects CCCC;

serve as the Executive Director of the CCCC Foundation or appoint a designee to serve as Executive Director;

oversee CCCC Foundation correspondence;

represent CCCC at the KCSOS Division Administrator and Director meetings;

plan and implement CCCC staff meetings;

plan for and approve purchases of supplies, equipment and maintenance of contracts;

annually, plan for development of agency goals and objectives and delegate work so that agency meets goals and objectives;

working with Research Associate, develop and maintain statistical information on child care supply and demand in Kern County;

develop and distribute educational materials for parent, children and the general public;

oversee the publication of the CCCC newsletter and outreach efforts;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Demonstrate knowledge of and willingness to stay abreast of current trends, innovations, and practices in all education.

Ability to:

Possess sincere interest in early childhood education, in children, and staff development;

possess adequate physical health and speaking skills, appropriate to the job responsibilities;

present himself or herself favorably, both in personality and physical appearance;

work with people of all cultures;

provide leadership to committees, workshops, and various types of group meetings;

represent the Kern County Superintendent of Schools at the statewide level.

Experience:

Administrative experience and demonstrated ability in project and budget planning for child development and child subsidy programs;

successful experience in managing multiple budgets, with a variety of funding sources;

successful leadership experience particularly in the area of staff management;

successful experience in grant writing and project implementation;

successful experience in supervision of program personnel;

successful experience in coordinating and working directly with parent groups, community agencies and businesses.

Education:

Bachelor's degree in Child Development, Public Administration, or related field required.

Master's degree preferred.

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 one year.

TS: rn

8/13/19

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