

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED FEBRUARY 2016**  
**RANGE: 18.5**  
**CLASSIFIED MANAGEMENT – OVERTIME EXEMPT**  
**CODE: 6, 8**

### **MANAGER – SCHOOL READINESS**

#### **DEFINITION**

The program manager will develop, supervise and implement a school readiness network within Kern and outside counties as designated by the State Department of Education to provide consistent and high quality professional development for preschool administrators and teachers that consist of current research and information, resources and best practices which are focused on school readiness and transition to kindergarten for all children.

#### **EXAMPLES OF DUTIES**

Participate in statewide professional development designed for the Regional School Readiness Lead and have current knowledge/expertise of and relevant experience with all children including English learners and children with special needs;

meet and maintain state trainer requirements;

oversee the development and implementation of professional development sessions in all counties assigned;

assist in providing a continuum of professional development ranging from Pre-K through Transitional Kindergarten;

establish and maintain a regional school readiness network that will provide current information and research, resources, sharing of best practices and will be responsive to local community needs;

provide leadership, support and resources to county offices, districts and school sites;

measure and monitor results of regional activities;

participate in and contribute to state level activities as related to the Statewide System of School Readiness Networks;

document local and regional practices, which can be used to inform public policy;

supervise support staff and oversee the work of outside consultants in designated counties;

develop and maintain program budgets;

#### **QUALIFICATIONS**

##### ***Knowledge of:***

State and regional early childhood school readiness programs and initiatives;

preschool Learning Foundations and Curriculum Frameworks, K-12 Common Core and content standards and curricula, and the State Department of Education's quality system;

characteristics of quality early childhood/school readiness programs; local, regional and statewide resources available to programs; strategies for coaching and mentoring;

strategies to develop and maintain a peer support network in the region;

strategies for the dissemination of research-based curriculum/instructional programs to fit the needs of the region.

Ability to:

Ability to organize and facilitate school site and county or district-wide technical assistance that is based upon statewide standards and expectation;

participate in the development of information and systems to communicate to schools, programs and individuals;

travel within the county, region and state on a regular basis.

Experience:

Three (3) years of experience working with School Readiness/Child Development, preferably in a TK-12 setting.

Three (3) years of experience in a related field working with government and community based organizations in the areas of education, school readiness, or other related fields.

One (1) year of experience conducting trainings, experience with Professional Development training preferred.

Education:

Bachelor's degree 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: gs

2/9/16

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