

JOB DESCRIPTION
May 2023

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

PROGRAM MANAGER, EARLY LEARNING

General Purpose:

The Program Manager, Early Learning is responsible to the County Superintendent and works under the direct supervision of the assigned administrator. Under the direction of an assigned supervisor, this position works to design, implement and manage local and regional early learning, childcare and development programs and services of the Placer County Office of Education (PCOE). This is a classified management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Plan, organize and supervise operation of early education and childcare programs and services.
- Facilitate and implement activities of the Placer County Child Care Council to ensure that activities fall within the LPC mandates such as coordination of meetings, agendas, by-laws, public notices, recruitment and selection of members for council according to statute membership guidelines.
- Assist the Placer County Child Care Council in carrying out the Council's responsibilities to assess child care needs, develop priorities and implement recommendations.
- Work is performed independently. Successful performance requires the exercise of sound judgment in coordinating supportive activities and programs.
- Manage assigned programs and/or projects including staff and client training for the purpose of conforming to federal, state and local laws, regulations and program requirements.
- Manage a variety of programs and processes for the purpose of directing staff activities which includes monitoring programs and assuring compliance with program requirements, policies and procedures.
- Prepare a variety of statistical and narrative reports adhering to deadlines as required
- Maintain and oversee program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Ensure that all project funds expended or obligated are allowable costs and follow the approved budget and project modifications, project claim invoices and fiscal reports.
- Manage community outreach efforts in regards to Resource and Referral services.
- Manage regional programs, collaboratives and projects.
- Manage, supervise and evaluate assigned personnel.
- Design and implement staff, teacher, and parent training .
- Collect, compile and report data as required.
- Collaborate with state and federal agencies as well as community-based organizations to support ongoing program activities and monitor program effectiveness.
- Perform related duties and special projects as assigned.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.
- Must have access to reliable transportation for travel to school sites throughout the county.

Education:

- A Bachelor's degree is required.
- A Master's degree is preferred.

Experience:

- History of successful collaborative experience in early learning preferred.
- Experience in supporting the implementation of complex programs.

Knowledge, Skills and Abilities:

- Knowledge of effective implementation research and practices.
- Skills required for strong communication and organization.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, collate and/or classify data.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to facilitate learning activities and training for adults.
- Ability to comply with program goals and deadlines.
- Knowledge required to perform advanced math; review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions.
- Knowledge and understanding of the goals and objectives of early childhood education; child development program functions, operations and requirements; data collection and fiscal management; principles of training and supervision.
- Ability to interpret and apply policies, laws, rules and regulations as applicable.
- Ability to take responsibility and use good judgment in exercising scope of authority.
- Ability to communicate with persons of varied cultural and educational backgrounds.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.


Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

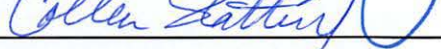
FLSA Status: Exempt

Employee Group: Management

Salary Grade: 12

Reviewed and Approved:

Superintendent:  Date: 5/16/23

Human Resources:  Date: 5.4.23