

MONTEREY COUNTY OFFICE OF EDUCATION

PROGRAM DIRECTOR EARLY CHILDHOOD EDUCATION MIGRANT EDUCATION

CLASSIFICATION: Permitted Management
SALARY LEVEL: 77
WORK YEAR: 215

DEFINITION:

Under the direction of the Senior Director of Migrant Education, the Program Director of Early Childhood Education is responsible for designing, planning, organizing, controlling, and directing, operations, curriculum, instructional functions and transitional services to meet the needs of identified migrant students enrolled in an assigned early childhood education program; coordinating resources, personnel and communications to meet the needs of pre-school age migrant students and their parents and assure access to school readiness services; planning, implementing and evaluating, services as described in the regional application to master State and regional measureable outcomes; collaborate, coordinating program activities disseminate relevant information, and provide technical assistance to County office, various departments, school districts with identified migrant students, outside agencies and the public for efficient and effective program operations; directing implementing, and evaluating transition to school activities in accordance with federal, State and local laws, policies and regulations; supervise and evaluate the performance of assigned staff.

SUPERVISOR:

Senior Director of Migrant Education

POSITION(S) SUPERVISED:

Permitted and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Design, plan, organize, control and direct operations, curriculum, instructional functions and transitional services to meet the needs of students enrolled in an early childhood education program
- Coordinate resources, personnel and communications to meet the needs of migrant students and parents and assure access to school readiness services
- Plan, implement and evaluate services as described in the regional application to accomplish state and regional measureable outcomes

- Collaborate, coordinate program activities, disseminate relevant information, and provide technical assistance in-collaboration with County office, various departments, school districts with identified migrant students, outside agencies and the public for-efficient and effective program operations
- Direct and implement transition to school activities within Federal, State and local laws, policies and regulations
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Direct, prepare and maintain a variety of narrative and statistical reports, templates, programmatic systems, records and files related to personnel and assigned activities; track service hours
- Assist in the formulation and development of policies, procedures, and programs.
- Provide technical expertise, information and assistance to parents, teachers, district support and administrative staff regarding assigned functions
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Assist in the Development and preparation of the annual preliminary budget for the regional application which includes the allocation for Early Childhood Education services; analyze and review budgetary and financial data; submit proposals for new and continuing budgets and grants
- Monitor student and parent registration/attendance for enrollment; review and monitor weekly staff schedules and action task plans
- Direct staff to administer student/parent assessments; research, analyze, monitor and identify the needs of culturally diverse migrant families
- Direct staff to maintain inventory and select appropriate educational materials
- Develop program policies regarding programs and services and supervise implementation
- Seek funding and resources that benefit Migrant pre school students and complete funding applications and grants
- Attend and conduct a variety of site visits, meetings, trainings, and professional development in-services as assigned. Operate a computer, assigned software programs and other office equipment; drive a vehicle to conduct work as assigned
- Actively participate as a member of the department's leadership team and provide observation, feedback, and evaluation towards the general direction of the program
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Perform other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position, manual dexterity sufficient to write, use the telephone, business machines ; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Bachelor's degree from an accredited college or university in education, child development, early childhood education or related field
- Five (5) years increasingly responsible experience in child development, administration or related field

Knowledge of:

- Planning, organization, control and direction of operations and activities of the Early Childhood Education program
- Local, State and federal laws and regulations of Early Childhood program development and administration
- Program compliance issues and regulations
- Organizational policies, procedures and operations
- Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures
- Methods, practices, terminology and procedures used in the administration of Early Childhood programs
- Theoretical models of child development-based education
- Principles and practices of administration, supervision and training
- Budget preparation and control
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- Record-keeping and report preparation techniques
- Preschool best practices of language development and early literacy foundation
- Family literacy, adult education and interactive literacy activities
- Technical aspects of field of specialty
- Public relations and speaking techniques

Skills and Abilities:

- Plan, organize, control and direct operations and activities of the Early Childhood Education program and school readiness program
- Coordinate program activities and information with various departments, outside agencies and the public for smooth and effective program operations
- Interpret, apply and explain rules, regulations, policies and procedures
- Adapt, create and design effective programs to meet the diverse needs of migrant students and parents
- Supervise and evaluate the performance of assigned staff
- Plan, organize and conduct meetings and parent and professional development trainings
- Perform administrative tasks related to parent support and family literacy
- Provide feedback and guidance to district and parents; perform community outreach at school sites
- Promote awareness of literacy activities and school engagement for success in school transitional activities
- Communicate effectively both orally and in writing in both English and a designated second language as required
- Direct, prepare and maintain a variety of narrative and statistical reports, templates, programmatic systems, records and files related to personnel and assigned activities

- Attend the State training for Early Childhood Education programs and oversee the implementation of applicable procedures in program personnel and departments
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Drive a car to conduct work
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines Work independently with little direction
- Plan and organize work

Licenses and Certifications:

- California Child Development Program Director Permit
- California Driver's License with evidence of insurability

Desirable Qualifications:

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish
- Bicultural

Approved 03.01.16
Revised: 07.25.18