

Solano County
Office of Education

JOB TITLE: Director, Early Learning

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides technical assistance and instructional support to SCOE and District programs in areas related to Early Learning and community support. Serves as the lead for all Early Learning initiatives. Plans, organizes and implements long and short term programs and activities designed to increase quality in early care and education programs and improve articulation from preschool to the TK-12 system. Works in partnership with community agencies to support the alignment of programs that focus on positive outcomes for children and families.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's Degree and California Teaching Credential required, Master's degree preferred
- Experience as an instructional leader at a school site and California Administrative Credential required
- Five years of instructional leadership, curriculum, and instruction professional development and/or instructional coaching
- Evidence of school, district, or county office of education leadership in educational programs
- Knowledge of the following:
 - Principles of leadership, collaboration, and support
 - Effective professional learning models and strategies
 - Effective presentation and facilitation methods and organization
 - Current research and trends concerning early care and education

ESSENTIAL DUTIES

- Builds, expands, and maintains professional relationships with districts, community partners, and region and state agencies, to enhance the Early Learning and TK-12 systems.

- Coordinates countywide Early Learning professional development, workshops, and training sessions with partner agencies, district, and regional staff.
- Leads and coordinates the countywide Solano Quality Early Learning Consortium and the countywide Transitional Kindergarten Network.
- Collaborates with SCOE staff and Consortium partner agencies to develop and manage grant proposals and budgets.
- Develops and manages related contracts and related budgets.
- Manages Solano Quality Rating and Improvement System (QRIS) (including First 5's, Improve and Maximize Programs so All Children Thrive (IMPACT), California State Preschool Program (CSPP-QRIS), and Infant/Toddler QRIS grants); develop and maintain QRIS policies, procedures, forms, and funding. Responsible for QRIS outreach and engagement with early care and education providers.
- Collaborates with community agencies to coordinate and facilitate Solano Kids Thrive Leadership Team meetings and work group activities to support Collective Impact goals and planning.
- Completes and submits performance monitoring and evaluation reports required by funders.
- Provides technical expertise, information, and assistance including data analysis for the purpose of compiling reports on qualitative and quantitative trend analysis of Early Learning programs.
- Establishes and maintains clear communication and cooperative working relationships with staff, clients, other agencies, and regional and state administrators.
- Maintains professional competencies in areas of assigned responsibilities.
- Provides leadership as an integral member of the Educational Services Team.
- Plans goals which support and are consistent with the goals of the Superintendent and the County Office.
- Seeks out opportunities for additional resources, including writing grants.
- Serves as a member of the Management Advisory Council and the Chief Administrative Team of the Solano County Office of Education.

- Serves as a member of the countywide Curriculum Council.
- Represents the County Office of Education at local, regional and state agency meetings.

MARGINAL DUTIES

- May facilitate contracts with districts for SCOE to provide further training and assistance.
- Performs other duties as assigned.

SUPERVISION EXERCISED

- Employees in this classification receive limited supervision within a broad framework of overall objectives.
- Employees in this classification may train, assign work, and supervise personnel as it relates to the operational unit.
- This work consists of moderately complex and responsible technical and administrative duties within a departmental unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)