



Leadership • Collaboration • Support

JOB TITLE: Early Learning Liaison, Child Care Policy and Planning

Classified Managers Salary Schedule, Range 13

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Provides coordination, leadership, technical assistance, and support to the Solano County Office of Education (SCOE), District programs, and community agencies in areas related to early learning and care. Serves as the Coordinator of the Solano County Child Care Planning Council and supports countywide early learning initiatives. Plans, organizes and implements long and short term programs and activities designed to assess and meet child care needs in the county by increasing quality and access in early care and education programs, and improving articulation from preschool to the TK-12 education system. Fosters partnerships with community agencies to support the alignment of programs that focus on positive outcomes for children and families and increases public awareness of the benefits of investing in quality early learning programs.

JOB REQUIREMENTS AND QUALIFICATIONS

Any combination equivalent to:

- Bachelor's Degree, supplemented by course work in early learning, professional learning, grant/contract facilitation and implementation, public administration, understanding of policy and evidence of advocacy for needs in early learning and care.
- Three years of school, district, county, public agency, or county office of education leadership in Early Childhood, Educational Administration, Public Administration, or related programs.

Knowledge of the following:

- Principles of leadership, collaboration, and support.
- Effective professional learning models and strategies.
- Effective presentation skills, facilitation methods and organizational skills.
- Current research and trends related to early care and education.

- Administration, operations, licensing, and state contracting in early learning programs, preferred.

ESSENTIAL DUTIES

- Leads and coordinates the Solano County Child Care Planning Council to develop, implement, and review a comprehensive, countywide, child care plan designed to mobilize public/private resources to address identified needs, and results in a strategic framework that includes data and analysis on addressing the needs of all learners, facility needs, workforce needs, and family access and quality.
- Builds, strengthens, and maintains effective relationships with early care and education stakeholders, including parent groups, child care providers and contractors, community partners, and region and state agencies, to cohesively align the Early Learning and Care system with the TK-12 education system and enhance transitions into the TK-12 system.
- Recognizes and addresses the diversity of the community, and specifically the diverse needs of families and the early care and education workforce, with focus on equity and culturally responsive practices.
- Provides technical expertise, information, and assistance, including data analysis, for the purpose of compiling reports on qualitative and quantitative trend analysis of the Child Care Planning Council and related Early Learning programs. Completes and submits performance monitoring and evaluation reports required by funders, including the California Department of Education.
- Leads complex systems change involving multiple stakeholders.
- Actively seeks additional resources and partnerships that will strengthen the connection between the early learning and TK-12 education systems, and supports districts, partners, and other contractors in seeking grants and funding.
- Monitors expenses, budgets, and deliverables for related grants and contracts.
- Establishes and maintains clear communication and cooperative working relationships with community partners, other agencies, and regional and state administrators.
- Maintains professional competencies in areas of assigned responsibilities.
- Provides leadership as an integral member of the Early Learning Team.
- Plans goals which support and are consistent with the goals of the Superintendent and the Solano County Office of Education.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.
- Represents the County Office of Education at local, regional, and state agency meetings.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license

MARGINAL DUTIES

- May facilitate contracts with districts, partner agencies, and others for SCOE to provide additional services.
- 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)