



Leadership • Collaboration • Support

## **JOB TITLE: Early Learning Liaison, Quality, and Innovation**

### **Classified Managers Salary Schedule, Range 13**

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#### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Provides coordination, leadership, technical assistance, and support to the early learning programs of the Solano County Office of Education (SCOE), local districts/schools, center-based and family childcare providers, license-exempt providers, and community agencies. Coordinates early learning projects, including the Quality Rating and Improvement System. Specific emphasis will be on collaboration and increased knowledge through awareness, specialized training, and guiding implementation of quality improvement practices. Facilitates and plans countywide Early Learning Consortium and activities focused on continuous quality improvement, coordinating assigned program components, and serving as a resource to districts, as well as other early care and education stakeholders. Fosters partnerships with stakeholders 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 high 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 facilitation and implementation, supervision and coaching of early learning programs, and data-driven decision making.
- Three years' experience in early learning leadership or supervision.
- Expertise with supporting quality early learning practices and the needs of diverse learners.

Knowledge of the following:

- Principles of leadership, collaboration, and support.
- Effective presentation and facilitation methods and organization.
- Current research and trends related to early care and education.
- Quality Counts California tools, procedures, and requirements, i.e. rating, assessment, Implementation Guide, expenditures, etc. preferred.

## ESSENTIAL DUTIES

- Facilitates countywide collaborative of early learning and care providers, including SCOE programs, districts/schools, public and private centers, licensed family child care homes, licensed exempt providers, and community agencies, for the purposes of establishing and strengthening networks, completing special projects, coordinating efforts, and problem-solving systemic barriers to families' access to quality early care and education settings.
- In collaboration with the Coordinator of the Child Care Planning Council and early learning partner agencies, conducts community outreach and marketing to engage childcare and early learning providers, and builds community understanding and support for safe, affordable, high quality childcare.
- Coordinates with school districts, early learning providers, to cohesively align the early learning system with the TK-12 education system and to facilitate transition of preschool-age children into the TK-12 education system.
- Coordinates training and support materials for the purpose of providing meaningful professional learning related to quality early learning practices, to individuals or groups of teachers, early care and education providers, administrators, counselors, and other program staff.
- 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.
- Leads complex systems change involving multiple stakeholders.
- Manages operations and implementation of Quality Counts Solano, and its related programs, i.e. Raising a Reader, Triple P, and Workforce Development Pathways, etc.
- Assists with recruitment, hiring, training, assignment, and supervision of quality support coaches.
- Monitors data collection and data entry in iPinwheel (Quality Rating and Improvement System (QRIS) data system), and compiles and submits Quality Counts California Common Data File, First 5 Annual Performance Report, and other reporting requirements of the Quality Counts program.
- Coordinates contracting process, schedules and facilitates required rating assessments (i.e. Classroom Assessment Scoring System (CLASS) or Education Resource Strategies (ERS)), by certified, reliable assessors and complete ratings of California State Preschool Programs as required by Quality Counts California.
- Reads, interprets, applies, and explains relevant rules, regulations, policies, and procedures.

- Completes assignments successfully with a minimum of direction and supervision.
- Monitors expenses, budgets, and deliverables for related grants and contracts.
- Establishes and maintains clear communication and cooperative working relationships with community, 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 SCOE.
- Remains current concerning trends in supporting inclusive early care and learning by attending professional learning sessions, networking, reading journals/papers, participating in professional associations and communities of practice, etc.
- Serves as a member of the Management Advisory Council (MAC) meetings as scheduled.
- Represents the Solano 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 (30%)

Walking (25%)

Sitting

(45%) Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (2)

Pushing and/or  
Pulling Loads (1)

Reaching  
Overhead (1)

Kneeling or  
Squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)