



Leadership • Collaboration • Support

JOB TITLE: Program Manager, Preschool-3rd Grade (P-3)

Administrative A Salary Schedule, Range 7

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Senior Director of Early Learning, the Program Manager, Preschool-3rd Grade (P-3) Alignment will plan, organize, coordinate and implement the operations, activities, educational services, early learning workforce development, and support functions coordinating countywide efforts for Universal Pre-Kindergarten (UPK) implementation; including leading and facilitating professional learning sessions, coordinating communications, information, and resources to meet program needs and to enhance the rollout of UPK in Solano County schools, including expansion of transitional kindergarten, and alignment of Preschool-3rd grade program design, curriculum, and professional learning. Provide consultation and professional learning activities to teachers, administrators, extended care providers and support staff to enhance the educational effectiveness of UPK. Provide coordination, leadership, technical assistance, and support to the early learning programs while fostering countywide partnerships between the Solano County Office of Education (SCOE), with local districts/schools, Local Education Agencies (LEAs) early learning and care professionals, and community agencies.

JOB REQUIREMENTS AND QUALIFICATIONS

Required:

- A California Administrative Credential.
- A Master's degree in education.

Desired:

- Combination of five years of teaching experience (preferably Early Childhood) and experience with educational leadership or supervision.
- Expertise with supporting quality early learning practices and the needs of diverse learners.

Knowledge of the following:

- Effective presentation and facilitation methods and organization.
- Current research and trends related to early care and education.

- California's implementation of Universal Pre-Kindergarten and expansion of Transitional Kindergarten.

ESSENTIAL DUTIES

- Establishes, supports, facilitates, maintains, and strengthens partnerships and serves as a liaison to coordinate communications, activities, resources, and information related to UPK programs across SCOE departments, and with school districts, partner organizations, the public, and various local and State agencies to cohesively align the Early Learning and Care system with the TK-12 educational system and to facilitate transition of preschool aged children into the TK-12 educational system.
- Plans, organizes, coordinates and responds to LEA and partner agency needs related to their implementation of the operations, activities, educational services and support functions for Universal Prekindergarten (UPK) implementation in Solano County
- Facilitates countywide networks of early learning and care programs, including SCOE programs, LEAs/schools, public and private child care centers, licensed family child care providers, and community agencies, for the purposes of establishing and strengthening collaborations, cohesively aligning P-3 early learning programs, expansion of Pre-K, and to support the transition of young children into preschool programs in the school district education system.
- Plans and facilitates 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, specifically as related to building the P-3 workforce and increasing specific competencies of early learning professionals.
- Compiles, reviews and analyzes a variety of data and information related to assigned programs and subject areas; prepare and maintain a variety of narrative and statistical records, reports, and files related to programs, subject areas, staff development, school districts, grants, budgets, financial activity and assigned duties.
- Maintains current knowledge of educational methods, practices, and standards related to UPK and UTK programs and related laws, codes, regulations, policies, and procedures; assist school districts with modifying services to assure compliance with standards and requirements.
- 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.
- Reads, interprets, applies, and explains relevant rules, regulations, policies, and procedures.
- Completes assignments timely, successfully, and with a minimum of direction and supervision.

- Monitors expenses, budgets, and deliverables for related grants and contracts. Monitors data collection, data entry, and reporting for related grants and contracts.
- Establishes and maintains clear communication and cooperative working relationships with colleagues, community, partner 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.
- May represent 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 RECEIVED

Limited and general supervision.

SUPERVISION EXERCISED

Supervises staff as assigned.

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)		