

JOB DESCRIPTION**Job Title:** *Assistant Administrator, Early Childhood Education (1040)***Job Summary:**

The job of Assistant Administrator, Early Childhood Education, was established for the purpose of assisting the administrator with leading, planning, organizing and administering programs for children and families enrolled in the Head Start, State Pre-school, Resource and Referral, Alternative Payment and related program areas. The incumbent will be responsible for overseeing a combination of functions such as curriculum, health, nutrition, education, human resources, facilities, Connection for Quality Care, and specialized program coordinators.

Essential Functions:

- Assists in providing direction and managing assigned areas of the Early Childhood Education program for the purpose of increasing the effectiveness of the program and developing the capacity of staff.
- Provides leadership in a changing environment and models leadership traits for the purpose of positively addressing program challenges.
- Supervise, evaluate, counsel, motivate, and empower multiple levels of staff for the purpose of advancing the quality of the early childhood education experience, building capacity and succession planning.
- Cultivate and maintain positive relations with Tulare County Office of Education (TCOE), federal and state agencies, department heads and all other stakeholders for the purpose of providing complete and comprehensive service delivery.
- Analyze organizational and budget challenges, develop viable solutions and alternatives and present and defend recommendations patterns to maximize resources and the delivery of services.
- Attends and conducts staff meetings for the purpose of implementing, monitoring and maintaining program goals.
- Develops, implements, interprets and assesses policies, procedures, current and long-range objectives, and plans subject to approval by the Administrator for the purpose of staying in compliance with current laws and emerging best practices.
- Identifies, plans, organizes and writes grant proposals for the purpose of securing resources to support early childhood education program and initiatives.
- Prepares reports for the purpose of demonstrating compliance with state and federal law and to communicate the effectiveness of the program.
- Effectively represents the organization with the community, the public and the Tulare County Office of Education for the purpose of providing information and communicating the effectiveness of the program.
- Stays abreast of current trends and best practices, anticipates and identifies future needs, and develops innovative approaches to address those needs.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - lead and promote the program;
 - operate a computer; understand and use database programs;
 - facilitate small and large groups;
 - communicate effectively in different settings with diverse groups and in politically sensitive environments;
 - write in a clear and concise manner;
 - analyze highly significant and complex problems, develop solutions, and make effective decisions and recommendations;
 - manage personnel and programs;
- **Knowledge of:**
 - federal and state child care standards and regulations;
 - preschool and elementary standards;
 - bilingual/bicultural education;
 - principles and practices of management analysis and organizational design, and budgeting and financial management;
 - transitions from Early Childhood Education to elementary;
 - coordination of people and resources;
 - federal requirements and performance standards for Head Start programs;
 - strategies and methods for developing agreements and partnerships for child and family services;
 - methods of organizing and maintaining team efforts;
 - supervision and group performance;
- **Ability to:**
 - analyze and use student achievement data;
 - develop programs, policies and procedures in compliance with state and federal laws and regulations;
 - conduct a comprehensive planning process that includes establishing goals and objectives;
 - monitor and assess program implementation and evaluation of program outcomes/results;
 - speak, read and write Spanish preferred;
 - supervise a team of professionals with responsibility for comprehensive and integrated service delivery;
 - prepare complex reports from a variety of information sources;
 - work with diverse populations;
 - travel within Tulare County, statewide or nationwide;
 - drive a vehicle in the course of business;
 - communicate clearly, concisely and professionally both orally, and in writing.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 75% sitting, 15% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.
- Three plus years administrative experience in a child development program, elementary school, or in Social Services.
- Bilingual preferred.

Education Required:

- Bachelor's Degree in Child Development or Early Childhood Education, Social Services or related subject required.
- Master's Degree in Child Development or Early Childhood Education, Social Services or other related subject preferred;

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Department of Justice and FBI Fingerprint Response.
- Child Development Permit preferred.
- Valid California Administrative Credential or enrolled in a program working toward a credential is preferred.
- Valid California driver's license and proof of automobile insurance;

FLSA Status: Exempt

November 2014

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.