

TULARE COUNTY OFFICE OF EDUCATION - EARLY CHILDHOOD EDUCATION PROGRAM

**\*\*RE-OPENED\*\***

**EDUCATION AND CURRICULUM MANAGER (Flyer #13-021)**

**BILINGUAL IN SPANISH PREFERRED**

**WORK YEAR:** 8 hours per day, 5 days per week, 240 days per year (12 months)

**JOB LOCATION:** Administration Office, 7000 Doe Avenue, Visalia, Ca. 93291

**SALARY:** \$29.01 per hour (Range 43, Step A)

**APPLICATION DEADLINE: FRIDAY, JUNE 21, 2013 @ 4:00 P.M.**

Applications received after this date *may not* be considered.

**\*\*\* ON-LINE APPLICATIONS ONLY \*\*\***

Apply at [www.edjoin.org](http://www.edjoin.org)



**JOB SUMMARY:**

Under the supervision of the Early Childhood Education Program Administrator, oversees and directs the planning, organizing, and implementation of educational services for all children. This person will also provide training for staff in alignment with program goals for school readiness.

**MINIMUM QUALIFICATIONS:**

Possession of a Bachelor's Degree in Early Childhood Education or related field, Child Development Site Supervisor Permit AND two years of experience as a kindergarten teacher, preschool supervisor or home education supervisor.

**DESIRED QUALIFICATIONS:**

- Experience in a Head Start environment and implementing & monitoring State Preschool programs.
- Knowledge of assessments used to gather individual, group and program data
- Knowledge of effective strategies and practices used to increase school readiness

**RESPONSIBILITIES:**

- Coordinate and plan the education component of pre-service and monthly staff development.
- Train, implement, and monitor the implementation of educational curriculum.
- Complete long and short range planning for Home Base programs in all program areas.
- Develop procedures to improve the efficiency and effective delivery of integrated services for the Early Head Start, Head Start and child development programs.
- Monitor program plans to ensure achievement of program goals.
- Provide consultation, coaching and mentoring and develop a system of support to improve the quality of child development and educational services.
- Lead in the assessment of the quality of implementation of the curriculum and recommend training or other strategies for continuous improvement.
- Attend staff training and meetings.
- Identify appropriate resources to improve the skills and knowledge of Home Base and Center-based staff and to assure their ability to implement the curriculum.
- Monitor classroom practice- room arrangement, lesson plans, daily schedules, routines, transitions, parent-staff interactions for Home-based, and transitions to assure adherence to program policies.
- Work with staff in planning lessons to ensure inclusion of children with special needs and English Language Learners.
- Provide guidance and support to staff with the implementation of children's assessments, including observation, examples of student work, developmental assessments, and adherence to program timelines,
- Provide guidance and monitoring to staff with the implementation of children's assessment data entry and outcome reports.
- Develop and disseminate instructional and resource materials for classroom staff and parents to use with children.
- Plan, assign, monitor and evaluate the work of assigned staff.
- Prepare a variety of statistical and narrative reports, documents, and proposals.
- Lead in coordinating the transition of children to Transitional Kindergarten and Kindergarten, and assist with the children's transition to their next academic destination at the end of the year.
- Coordinate and conduct training and the development of training materials for staff and educational activities for parents.

**KNOWLEDGE OF:**

- Child development and Community resources;
- The philosophy and practices of Head Start and State Pre-school, early childhood education, developmentally appropriate practice, and strategies for working with English Learners.



- Four (4) step home visit plan;
- Bilingual/bicultural curriculum;
- Process of referring children with special needs.
- Excellent oral and written communications skills.
- Working knowledge of local community resources.
- Principles of personnel management, including supervision, training, monitoring, and evaluation.
- Computers and computer software, especially Word and Excel.
- Report writing and generation.

**ABILITY TO:**

- Work without direct supervision and manage time wisely;
- Explain and present a positive image of the organization, its philosophy and goals to members of the staff, parents and community;
- Use available resources (professional publications, books, periodicals) to broaden knowledge of ECE and teaching techniques);
- Work cooperatively with all staff and parents;
- Accept constructive criticism;
- Learn, understand and be sensitive toward working with families from different cultural backgrounds that may have different child rearing practices;
- Learn and complete required paperwork;
- Use abstract reasoning, problem solving, planning and analytical skills in: training, evaluation, and program development, implementation and monitoring.
- Maintain confidentiality of information;
- Requires effective writing and oral communication skills to conduct meetings and training sessions, and to prepare and present reports that are clear, complete, and concise.

**Interested applicants are required to submit the following documentation with their on-line application:**

- ✓ COPY OF COLLEGE TRANSCRIPTS (Showing date Degree was granted)
- ✓ COPY OF CHILD DEVELOPMENT SITE SUPERVISOR PERMIT
- ✓ INTEREST LETTER
- ✓ TWO LETTERS OF RECOMMENDATION (One professional and one personal letter)

EARLY CHILDHOOD EDUCATION PROGRAM – HUMAN RESOURCES DEPARTMENT  
 7000 Doe Avenue, Suite C, Visalia, CA 93291  
 PHONE: (559) 651-3001 FAX: (559) 651-3984

**BENEFITS FOR FULL TIME EMPLOYEES HOLDING MANAGEMENT POSITIONS**

**SALARY:**

There is a 5-step salary range for each position with approximately 5% increase between steps. Employees earn longevity steps at the end of 10, 15, 20, 25, 30, 35 and 40 years of continuous service.

**VACATION:**

15 days per year; calculated into monthly salary.

**HOLIDAYS:**

10 month Center Based Full-time employees receive 13 paid holidays per year.  
 12 month Center Based Full-time employees receive 14 paid holidays per year.

**SICK LEAVE:**

Full-time employees earn 1 day of sick leave per month, with unlimited accumulation.

**INSURANCE:**

A group Health, Vision, and Dental plan is available for all employees who work a minimum of 30 hours per week. Employees and their dependents are covered by the health insurance at a minimum cost.

**RETIREMENT:**

Employees who work for a minimum of 20 hours per week are members of the Public Employees’ Retirement System or the State Teachers’ Retirement System. Employees who work less the 20 hours per week contribute to Social Security (FICA). Employees also contribute a small percentage to Medicare.

**MILEAGE REIMBURSEMENT:**

Employees required to use their private vehicles for business receive reimbursement for mileage

*NOTE: Applicants must submit required credentials and/or proof of qualifications to be considered in the selection process. All applicants will be required to pass a Criminal Record Clearance (State & Federal fees are the responsibility of employee), and agency sponsored physical examination post offer.*

SUCCESSFUL CANDIDATE IS REQUIRED TO PROVIDE EMPLOYMENT ELIGIBILITY VERIFICATION  
 EQUAL OPPORTUNITY EMPLOYER

