July 28, 2023

ANNOUNCEMENT OF CERTIFICATED MANAGEMENT POSITION

POSITION AVAILABLE:  Director of Early Childhood Services

STARTING DATE:  August 2023

SALARY:  $119,620– $147,700 with future steps to $184,433.60

Salary placement is dependent upon education and years of work experience

BENEFITS:  This figure includes dental and health plan benefits with an optional Section 125 Plan

GENERAL INFORMATION:
Under the direction of the Associate Superintendent, plans, organizes, controls and directs the operation, management and administration of the CA State Preschool Programs (CSPP) and Early Childhood Special Education (ECSE); develops, monitors, implements and evaluates program policies and procedures; develops, administers and monitors program budgets; assures that all Early Childhood programs comply with State, local and federal regulations; supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES:

- Plans, organizes, controls and directs the operation, management and administration of the Early Childhood Special Education and State Preschool Programs; develops, monitors, implements and evaluates program policies and procedures.
- Assures all programs and grants comply with State, local and federal regulations; provides guidance, training and interpretation of regulations to assure compliance.
- Promotes culturally relevant and responsive pedagogy in all early childhood education programs.
- Works with NCOE senior management to ensure program quality and sustainability as well as alignment with organizational goals, including participation on the NCOE Cabinet and Educational Services team.
- Plans, organizes and implements long and short-term programs and activities designed to develop objectives, goals and services; implements program goals and objectives through a collaborative process involving community stakeholders, parents and staff; develops systems for assessment and ongoing monitoring of program activities and operations.
- Provides guidance in the implementation of State and federal performance standards/regulations; creates operational systems to meet those standards; monitors the implementation of and evaluates system effectiveness.
- Reviews and enforces instructional program standards to assure curriculum is aligned with state DRDP outcomes framework and State quality standards; works with lead management to assure systems are in place; reviews and analyzes the effectiveness of curriculum, instructional materials and equipment for indoor and outdoor learning; prepares and recommends approval processes to the parent policy council.
- Develops and prepares annual preliminary program budgets; analyzes and reviews budgetary and financial data on an ongoing basis; controls and authorizes expenditures in accordance with established parameters; develops fiscal systems to assure and sustain program alignment; develops and administers grants; develops and negotiates service contracts with subscribing educational systems, partnerships and consultants; monitors functions that have funding implications, i.e. enrollment, attendance, child outcomes, school readiness goals and facility management projects; interacts with funding agencies regarding budget and grant or contract submissions and revisions.
- Develops and maintains partnerships with school districts and community agencies to align their work with NCOE early learning programs and the smooth transition of children and families from NCOE programs to district programs.
• Develops and implements a strategic planning process for the program, including program design and management, health/mental health, disabilities, nutrition, parent involvement and child development.
• Directs and evaluates the performance of leadership team, infant program staff, and early childhood special education staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; determines need for, monitors and evaluates staff development programs and provides direction to staff regarding professional development activities.
• Assists general services with contracts for facilities; prepares memorandums of understanding with agencies; participates in facility development and provides input in the architectural work and bidding processes.
• Directs and provides support and guidance to lead managers and coordinators to ensure appropriate systems and procedures are in place; jointly designs program and administrative systems; collects and analyzes program information to ensure federal state and local reports are completed and submitted in a timely manner.
• Provides technical expertise, information and assistance to the Associate Superintendent regarding assigned activities; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.
• Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.
• Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and exchange information; visits classrooms, local agencies and other Head Start and State Preschool agencies to exchange information and provide guidance.
• Attends and conducts a variety of meetings as assigned; serves on assigned councils, advisory groups, taskforces or other committees to present program information and develop program strategies, goals and objectives.
• Works in consort with SELPA and local districts to ensure that the County’s early childhood education programs, including services for children with special education needs, utilize the best practices and meet state and federal guidelines.
• Partners with community early childhood education programs to maximize services to young children and families residing within the County boundaries.
• Represents the County on committees, task forces, and at special events.

QUALIFICATIONS:

Education
An earned master’s degree or advanced degree of at least equivalent standard from an accredited college or university is required.

Credentials
A California Administrative Services Credential authorizing management service is preferred (or willingness and possesses prerequisites to obtain one) and a special education credential; must have a background in either ECSE, Child Development or related field. Minimum of Child Development Program Director Permit required.

Experience
Required
1. At least ten years of successful full-time certificated public school service, including experience in early childhood education (i.e., public child development program, licensed child care center, preschool, or elementary school grades preschool-3rd).
2. Three to five years in a certificated school-based administrative or management position.

Desirable
Successful implementation with data supported results, in the following areas:

1. Providing differentiated professional development for teachers and administrators
2. Enhancing opportunities for academic success for English Learners, Standard English Learners, socioeconomically disadvantaged students, students with disabilities, and gifted and talented students
3. Supervising and administering programs over multiple sites
Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of federal, state, and local legislation, policies, rules, and regulations pertaining to child development programs.
2. Knowledge of the California Education Code, County policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts as related to the County’s instructional programs.
3. Knowledge of fundamental principles and accepted practices, current trends, literature, and research in the field of child development and early childhood education.
4. Knowledge of effective administrative and managerial practices and ability to implement them.
5. Knowledge of and skill in budget preparation and control.
7. Knowledge of staff development and in-service resources and the ability to implement them.
8. Leadership skill in facilitating group processes, including consensus building, and conflict resolution.
9. Ability to plan, organize, prioritize, and manage time for self and others.
10. Ability to direct, observe, and evaluate subordinates effectively.
11. Ability to communicate and work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
12. Ability to make formal public presentations and communicate effectively with students, supervisors, co-workers, parents, community representatives, and other County personnel, both individually and as a group.
13. Ability to compose and comprehend written communication.
14. Ability to travel to other sites/locations; mobility to respond quickly in emergencies.
15. Ability to cope with crisis situations.

APPLICATION PROCEDURE:
Complete the online application and scan/attach the required documents to your online application, which includes the following:

• Cover Letter
• Resume
• Three (3) Letters of Recommendation.

Letters of Recommendation may also be mailed to:

Human Resources
RE: Director of Early Childhood Services
Napa County Office of Education
2121 Imola Avenue
Napa, CA 94559

Should applicants have any difficulties with the application process or need assistance, please contact the Human Resources Department at humanresources@napacoe.org.

NAPA COUNTY OFFICE OF EDUCATION COMMITMENT TO DIVERSITY:
Great organizations embrace the richness of individual differences. NCOE is committed to building a culture of inclusion and connectedness allowing us to grow and learn better together. Our community and classrooms are strengthened by our diversity and thrive because of our inclusivity. In recruiting for our team, we welcome the unique contributions that you bring.

Napa County Office of Education is an Equal Opportunity Employer. State and Federal law and Napa County Office of Education policy prohibit discrimination or sexual harassment toward students or staff during any educational activity. Napa County Office of Education does not discriminate on the basis of race, color, national origin, religion, gender, marital or parental status, sexual orientation, age, or handicap in its educational programs, activities, or the employment practices as required by Title VI of the Civil Rights Act, Title IX of the Educational Amendments, the Age Discrimination Act, Section 504 of the Rehabilitation Act, and the Vocational Educational Act. For information concerning the complaint procedure, call (707) 253-6824.