



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PROGRAM DIRECTOR – EARLY CHILDHOOD

### DEFINITION:

Under supervision of the Associate Superintendent, this position is responsible for providing leadership and oversight for Tehama County Department of Education (TCDE), Early Childhood Programs. This position communicates and collaborates with other departments, school districts and community partners to ensure smooth and cohesive transition of students from the preschool environment to Kindergarten.

### ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Fosters a collaborative positive environment that supports safe, culturally sensitive communication.
- Monitor budgets and expenditures for ensuring expenses are within budget and/or fiscal practices are followed.
- Responsible for development and implementation of community outreach strategies (i.e. marketing plan) to ensure appropriate levels of enrollment are maintained to provide the level of program associated with adequate funding.
- Prepare written reports and oral presentations relative to programs.
- Collaborate with State and Federal entities for the purpose of implementing and maintaining services and/or programs.
- Effectively represent TCDE at various community meetings and provide expertise with regard to advocacy of Early Childhood programs.
- Coordinate and collaborate with school site and district administration to develop a cohesive educational program to assist Preschool students' successful transition to Kindergarten.
- Supervise and evaluate certificated and classified staff.
- Conduct and participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information to support programs.
- Communicate using a variety of methods with districts, county offices, and schools.
- Coordinate services with various constituents.
- Establish program evaluation systems, including an evaluation plan, data collection that coordinates with the state system of evaluation, including timely submission of required reports.
- Prepare reports and maintain records; review for accuracy all reports and records of participating agencies.
- Research funding sources to ensure the long-term sustainability of programs.
- Administer the Childcare and Adult Food Program to ensure proper implementation of policies and procedures.
- Perform other duties as assigned.
- Drive frequently for department business.

### EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Early Childhood, Child Development or related field is required.
- Master's Degree in Early Childhood, Child Development or related field desirable.
- Program Director Permit or ability to obtain.
- Two years supervisory experience in early childhood education or related program.
- Progression of experiences that include: fiscal and budget management, program oversight, evaluation and assessment in early childhood programs or related field.
- Valid California Driver License and evidence of insurance.

### KNOWLEDGE OF:





Tehama County Department of Education  
Job Description  
Program Director – Early Childhood

Official: MS  
Effective: 04/08/2021

- Federal and State accountability systems related to Early Childhood programs.
- Education Code sections related to programs, assessments, and evaluation and management of certificated and classified staff.
- Fiscal and budget systems necessary to keep program compliant with State and Federal laws governing program funding.
- Staffing and licensing guidelines for both educational and regulation components of Early Childhood programs.
- Research validated best practice of Early Childhood program components.

ABILITY TO:

- Understand, interpret, and apply laws, policies, rules and guidelines that govern programs.
- Effectively provide leadership and manage the multiple federal, state and local funded programs.
- Work collaboratively and effectively with school site staff, district administration, community partners, and other outside agencies, and staff.
- Communicate effectually both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Conduct effective meetings and staff development activities.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions.
- Understand, use, and stay current with a variety of computer programs related to program and TCDE functions.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move or maneuver safely around objects and furniture.
- This type of work involves sitting, standing and walking for frequent periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and equipment that are important to the aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

**HRS Office Use Only**

Created: April 4, 2018 Revised: April 8, 2021

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: April 8, 2021