

Sacramento County Office of Education Job Description

Classification Title: Executive Director, Early Learning

DEFINITION

Under general direction provides overall leadership, administration, and coordination of Early Learning Department and programs, including maintenance of state, regional, and local networks; professional learning and technical assistance for teachers and administrators; and services for young children and families; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

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

State, Regional, and Local Networks

Establishes and maintains state, regional, and countywide networks that provide current information and research, resources, sharing of promising practices and is responsive to community needs; provides leadership and guidance in the administration, coordination, and facilitation of statewide, regional, and local networks of early learning administrators, teachers, early care and education providers, and community partners; designs and implements results-based work plans; participates in and contributes to state-level activities as related to California's Early Learning and Care System; attends statewide meetings and professional learning activities as needed; documents local and regional practices to inform public policy; measures and monitors results of grant and contract-funded activities by participating in the development of evaluation systems that include data collection methods to measure results; participates in the development of information and systems to establish communications to networks, schools and programs; supports communication and submits reports to the California County Superintendent's Educational Services Association (CCSESA), California Department of Education (CDE), California Department of Social Services (CDSS), First 5, Sacramento Employment and Training Agency (SETA), and other organizations as appropriate; coordinates collection and submission of data and reports to grantees; prepares and monitors program budgets.

Professional Learning and Technical Assistance

Participates in and provides guidance and coordination of statewide professional learning experiences, technical assistance, and support designed for the California Preschool Instructional Network (CPIN) leads, instructors, and certified partners; organizes, provides and facilitates regional and local technical assistance and professional learning for teachers and administrators based upon, articulated, and consistent with California K-12 state standards and school/district programs and expectations, which demonstrates integration of child development with developmentally appropriate teaching and learning practices and assessment approaches in pre-kindergarten/transitional kindergarten (pre-K/TK); provides leadership, support, and resources to school sites, districts, county offices, and networks; facilitates communication among program practitioners and informs program practitioners of available resources, events, and opportunities within the region.

Services for Children and Families

Provides leadership and oversight of programs serving pregnant teens/women and children (infancy through age five) and their families; collaborates with partners to expand access to high-quality early learning programs and services to promote kindergarten readiness; and facilitates access to early identification and intervention services.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a valid California administrative services credential required; California teaching credential based on a Bachelor's degree in education or related field and student teaching and advanced degree desirable; successful site and/or district experience in the development, administration, and monitoring of curriculum and instructional programs with specific experience in state, regional, and/or early care and education programs and initiatives; progressively responsible experience in providing professional learning experiences for teachers, early care and education providers, and administrators.

Knowledge of

State, regional, and local early care and education programs and initiatives including program characteristics, funding sources, populations served, staff development priorities, and research-based practices; goals of pre-K/TK as aligned with the California K-12 state standards, curricula, instructional programs, California's infant/toddler and preschool foundations, frameworks, and Desired Results System; elements of high-quality early learning programs; federal, state, and local resources available to children, their families, and programs; strategies for coaching and mentoring, developing and maintaining peer support networks, and disseminating research-based curriculum/instructional programs.

Skill and Ability to

Design and implement results-based state, regional, and local work plans; establish and maintain statewide, regional, and local network systems; provide leadership and support to school sites, districts and county offices; organize and facilitate state-level, school, district, and county-wide technical assistance; provide and facilitate professional development programs; develop evaluation systems; communicate effectively in both oral and written forms; work cooperatively and effectively with individuals and groups; select, train, and supervise staff; effectively increase the knowledge base and skills of others; secure grant and contract funding, develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects and programs towards achievement.

Other Characteristics

Possession of valid California driver's license and willingness to travel as needed.

Revised 3/2021

Revised title 6/1/19, formerly Director III, Early Learning

Revised title 7/1/17, formerly Director II, Early Learning

Revised title 10/5/16, formerly Director II, School Readiness

Revised title 7/1/16, formerly Director I, School Readiness

Approved 7/1/2016