

# Sacramento County Office of Education Job Description

## Classification Title: Director I, Early Learning

### **DEFINITION**

Under general direction provides overall leadership, administration, and coordination of programs in the Early Learning Department, including maintenance of state, regional, and local networks; professional learning and technical assistance for teachers and administrators; and services for 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**

Assists in the administration, coordination, and facilitation of statewide, regional, and local networks of early learning administrators, teachers, and community partners; attends statewide meetings and events as needed; monitors the outcome of state, regional, and local activities by participating in the development and implementation of evaluation systems which include data collection methods to measure results; participates in the development of information and systems to establish communications to networks; develops and reviews reports; supports communication with California County Superintendent's Educational Services Association (CCSESA), California Department of Education, First 5, and other organizations as appropriate; and monitors program budgets.

#### **Professional Learning and Technical Assistance**

Assists in the identification of state, regional, and local professional learning needs; organizes and facilitates statewide, regional, and local technical assistance based upon standards and expectations; coordinates professional learning for teachers and administrators which articulates with K-12 standards and school/district programs, is consistent with statewide standards and expectations, and demonstrates integration of developmentally appropriate teaching and learning practices and assessment approaches in early learning environments; and provides leadership, support and resources to networks.

#### **Services for Children and Families**

Assists in providing leadership and oversight of programs serving children from 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 credential based on a Bachelor's degree in education or related field required; administrative services credential and advanced degree desirable; successful site, district, or state experience in the development, administration, and monitoring of curriculum and instructional programs with specific experience in early care and education programs and initiatives; progressively responsible experience in providing professional development for teachers and administrators.

#### **Knowledge of:**

Early care education programs and initiatives including program components, funding sources, populations

served, staff development priorities, and research-based practices; California preschool learning foundations and frameworks and Desired Results System; elements of high-quality early learning programs; federal, state, and local resources to support all children and their families; strategies for coaching and mentoring, developing and maintaining peer support networks, and disseminating research-based curriculum/instructional programs; techniques and practices of effective supervision.

**Skill and Ability to:**

Design and implement a results-based regional work plan; provide leadership and maintain statewide, regional, and local network systems; organize and facilitate technical assistance; provide and facilitate professional learning opportunities for teachers and administrators; develop evaluation systems; communicate effectively in both oral and written forms; work cooperatively and effectively with individuals and groups; ability to select, train and supervise staff; ability to effectively transmit knowledge and skills to others; skill to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement.

**Other Characteristics**

Possess a valid California driver's license; provide own transportation and willingness to travel as needed.

7/2017