

Job Summary:

The job of Administrator I, Child Care Program was established for the purpose/s of planning, organizing and administering programs for children ages 0-5 in the Head Start Program State Pre-school, 0-12 in the Resource and Referral Program, and birth - 12 in the Alternative Payment Program; coordinating assigned activities with other department divisions; and providing highly responsible and complex administrative support to the Assistant Superintendent, Instructional Services. The Administrator I serves as chief executive officer of the Tulare County Child Care Educational Program for the Tulare County Office of Education and the Program Policy Council.

Essential Functions:

- ▶ Directs and manages early childhood programs for the purpose of increasing the effectiveness of the program and developing the capacity of staff.
- ▶ Attends and conducts staff meetings for the purpose of maintaining program goals.
- ▶ Establishes current and long-range objectives, plans and policies subject to approval by the Program Policy Council for the purpose of staying in compliance with current laws and emerging best practices.
- ▶ Maintains contact with the general public, school districts, governmental agencies and community organizations for the purpose of providing information, communicating the effectiveness of the program, and to foster potential collaboration opportunities.
- ▶ Oversees the adequacy and soundness of the organization's financial structure for the purpose of maintaining fiscal solvency.
- ▶ Oversees the supervision of all Head Start components, i.e., Education, Health, Special Needs, Mental Health, Nutrition, Social Services, Parent Involvement and Staff Development for the purpose of being in compliance with state and federal law for long-range planning and assessing staff development needs.
- ▶ Oversees the supervision of the Home Base Program, the Migrant Head Start Program, State Pre-school Program and all contracted child care services for the purpose of being in compliance with state and federal law, for long-range planning, and assessing staff development needs.
- ▶ Prepares reports for the purpose of being in compliance with state and federal law and to communicate the effectiveness of the program.
- ▶ Represents the organization with the community, the public and the Tulare County Board of Education for the purpose of providing information and communicating the effectiveness of the program.
- ▶ Supervises/Evaluates Child Care management staff for the purpose of providing staff development and increasing the effectiveness of the work and the capacity of staff.
- ▶ Oversees the program for the purpose of assuring compliance with a variety of state and federal regulations, laws, and reporting requirements

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - lead and promote the program;
 - operate a computer;
 - facilitate small and large groups;
 - communicate effectively in different settings with diverse groups;
 - write in a clear and concise manner;
 - analyze highly significant and complex problems, develop solutions, and make effective decisions and recommendations;
 - manage personnel and programs;
- ▶ **Knowledge of:**
 - federal and state child care standards and regulations;
 - preschool and elementary standards;
 - bilingual/bicultural education;
 - business and management principles involved in strategic planning;
 - transitions from early childhood education to elementary;
 - coordination of people and resources;
 - state and federal requirements for Head Start programs;
 - strategies and methods for developing agreements and partnerships for child and family services;
 - methods of organizing and maintaining team efforts;
 - supervision and group performance;
- ▶ **Ability to:**
 - analyze and use student achievement data;
 - develop programs, policies and procedures in compliance with state and federal laws and regulations;
 - conduct a comprehensive planning process that includes establishing goals and objectives;
 - monitor and assess program implementation and evaluation of program outcomes/results;
 - speak, read and write Spanish preferred;
 - supervise a team of professionals with responsibility for comprehensive and integrated service delivery;
 - prepare complex reports from a variety of information sources;
 - work with diverse populations;
 - travel within Tulare County, statewide or nationwide;
 - drive a vehicle in the course of business;
 - communicate clearly, concisely and professionally both orally, and in writing.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Three plus years administrative experience in a child development program, elementary school, or in Social Services.
- ▶ Bilingual preferred.

Education Required:

- ▶ Bachelor's Degree in Child Development or Early Childhood Education, Social Services or related subject required.
- ▶ Master's Degree in Child Development or Early Childhood Education, Social Services or other related subject preferred;

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Child Development Permit preferred.
- ▶ Valid California Administrative Credential or enrolled in a program working toward a credential is preferred.
- ▶ Valid California driver's license and proof of automobile insurance;

FLSA Status: Exempt

October 2011

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.