

JOB DESCRIPTION

Job Title: *Quality Improvement Program Manager, ECEP (9850)*

Job Summary:

Perform specialized activities in support of the Early Childhood Education Program; plan, coordinate and implement various activities of the assigned programs.

Supervision Received and Exercised:

Receive general supervision from the Assistant Administrator or higher-level management.

Essential Functions:

- Provides direct supervision to Early Childhood Education staff.
- Perform specialized activities in support of program goals; collaborate with administrators and other personnel to assure programs comply with licensing requirements, State and federal laws, rules and regulations.
- Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Coordinate, attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Coordinate and implement various child and family services; assist program administrators in identifying available services for implementation; assess and evaluate program effectiveness and make modifications as needed.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to assure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Grant writing for continual funding of assigned programs as well as upcoming initiatives aligned to program goals.
- Assist with the planning, development, training and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Provide instructional leadership to assigned program; assist site administrators in specifics of assigned program; monitor program needs and collaborate with local resources for implementation.
- Review and assist in program budget planning. Collect and prepare program data and submit for State and federal grant funding; monitor expenditures to assure adequate grant funding.
- Prepare and maintain a variety of records and reports related to assigned activities and required by State and federal agencies; maintain purchase requests records, data collection and other related documentation.
- Communicate with families and outside agencies to exchange information and resolve issues or concerns; collaborate with non-profit organizations as assigned.
- Operate a variety of office and specialized equipment related to programs and services including a computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of staff development trainings and/or meetings as assigned.
- Travel locally with own transportation and occasionally outside of county and state.
- Perform related duties as assigned.

Knowledge and Abilities:

- **Ability to:**
 - Perform specialized activities in support of the assigned program at assigned locations.
 - Coordinate and implement various student and family services.
 - Assist with student and staff placement and development.
 - Maintain current knowledge of program rules, regulations, requirements and restrictions.
 - Learn County Office organization, operations, policies and objectives.

- Communicate effectively both orally and in writing.
 - Establish and maintain cooperative and effective working relationships with others.
 - Conduct research and compile and verify data.
 - Prioritize and schedule work.
 - Plan and organize work.
 - Maintain records and prepare reports.
 - Operate standard office equipment including a computer and assigned software.
 - Speak, read, and write in English proficiently AND Spanish preferred.
- **Knowledge of:**
 - Operations of assigned State and/or federally funded program.
 - Grant Writing
 - Organization of student and family services.
 - Research, data collection and evaluation methods and procedures.
 - Applicable sections of the State Education Code and other applicable laws, codes, regulations, policies and procedures.
 - Staff development programs and techniques.
 - Oral and written communication skills.
 - Policies and objectives of assigned program and activities.
 - Interpersonal skills using tact, patience and courtesy.
 - Record keeping and report preparation techniques.
 - Operation of a computer and assigned software.

Working Conditions and Physical Abilities: Office environment; Cold and very hot weather; Traveling throughout Tulare County; Sitting, standing or walking for extended periods of time. Dexterity of hands and fingers to operate a computer keyboard; handle and/or feel; reach with hands and arms; hearing and speaking sufficient to communicate with students, teachers, staff and parents; seeing to read a variety of materials; bending at the waist, kneeling or crouching to file materials; climb or balance; understandable voice and speech patterns; must frequently lift, push, pull or carry up to twenty five (25) pounds and occasionally lift and/or move up to fifty (50) pounds. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education and Experience Required:

- Bachelor's degree or higher degree in education, child development and/or business administration, **AND** two (2) years of experience conducting educational program activities.

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

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

August 2019

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.