

Job Title: *Program Manager I, Connections for Quality Care (9129)*

Job Summary:

To plan, organize and manage the Connections for Quality Care Division of the Tulare County Office of Education, Child Care Educational Program which is responsible for the local administration of a variety of subsidized childcare programs and services. Administrative direction is provided by the Assistant Superintendent of Schools. Responsibilities include the direct and indirect supervision of professional, technical and support staff.

Essential Functions:

Plans, organizes, and directs the administration and delivery of subsidized childcare programs such as California Alternative Payment, CalWORKs Stages 2 and 3, State Migrant Family Child Care Network, and Resource & Referral.

Interprets federal, state, and local laws, rules, and regulations for the purpose of developing and implementing standardized practices and/or methods to ensure compliance with contract/grant requirements.

Monitors developments and trends in the field of subsidized childcare and early childhood education.

Collaborates with other agencies for the purpose of coordinating and maximizing resources.

Develops and directs the implementation of policy, procedural and operational changes resulting from changes in legislation or regulations and evaluate the effectiveness.

Directs the development of written materials, such as newsletters, brochures, curriculum, policies and procedures, and technical assistance information.

Conducts staff meetings and individual conferences in order to discuss and resolve operational problems and receive and disseminate information regarding changes in programs, policies and other matters affecting the childcare services program.

Writes descriptive narratives of program proposals.

Serves as a program advocate and resource person to local governments, colleges, agencies, childcare providers, and parents.

Coordinates the gathering of data to determine the local childcare needs, the program's performance towards meeting these needs and those of the funding source.

Recommends and assists in the implementation of goals and objectives.

Establishes schedules and methods for implementing programs and activities.

Participates in the program's budget preparation, implementation, and administration.

Accurately analyzes program challenges and develops an effective course of action.

write reports, business correspondence, and procedure manuals.

effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

interpret and implement policies in procedures,

define problems, collect, and evaluate information, establish facts, and draw valid conclusions.

establish and maintain effective working relationships with staff, families, and other agency personnel.

use patience, tact and respect when dealing with people of various socioeconomic and cultural backgrounds.

communicate effectively, both verbally and in writing

prioritize workload and manage deadlines

Tulare County Office of Education