

**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 effectiv