

Job Summary:
The job of Assistant Administrator, Early Childhood Education, was established for the purpose of assisting the administrator with leading, planning, organizing and administering programs for children and families enrolled in the Head Start, State Pre-school, Resource and Referral, Alternative Payment and related program areas. The incumbent will be responsible for overseeing a combination of functions such as curriculum, health, nutrition, education, human resources, facilities, Connection for Quality Care, and specialized program coordinators.

- Essential Functions:
- Assists in providing direction and managing assigned areas of the Early Childhood Education program for the purpose of increasing the effectiveness of the program and developing the capacity of staff.
 - Provides leadership in a changing environment and models leadership traits for the purpose of positively addressing program challenges.
 - Prepares reports for the purpose of demonstrating compliance with state and federal law and to communicate the effectiveness of the program.
 - Effectively represents the organization with the community, the public and the Tulare County Office of Education for the purpose of providing information and communicating the effectiveness of the program.
 - Stays abreast of current trends and best practices, anticipates and identifies future needs, and develops innovative approaches to address those needs.

Skills, Knowledge and/or Abilities Required:

- Skills to:
 - lead and promote the program;
 - operate a computer; understand and use database programs;
 - facilitate small and large groups;
 - communicate effectively in different settings with diverse groups and in politically sensitive environments; 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;
 - principles and practices of management analysis and organizational design, and budgeting and financial management;
 - transitions from Early Childhood Education to elementary;
 - coordination of people and resources;
 - federal requirements and performance standards 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:
 - Do related experience within specialized field would increasingly be responsible for the position 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

November 19, 2024