

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DIRECTOR- II CHILD CARE PLANNING AND SUPPORT

BASIC FUNCTION:

Under the direction of the County Superintendent of Schools, the Director II - Child Care Planning and Support oversees and assures the Local Early Education Planning Council ("LEPC") carries out the functions and responsibilities prescribed by California Education Code and associated legislation, manages and coordinates the communication, meetings, partnerships, and programs of the LEPC, manages the budgets and staff assigned to the LEPC and ensures accurate and timely reports to the California Department of Education ("CDE") serves as a representative

ESSENTIAL DUTIES:

Oversees and assures the Local Early Education Planning Council carries out the functions and responsibilities prescribed by California Education Code

Manages and coordinates the communication, meetings, partnerships, and programs of the LEPC as point of contact between LEPC and CDE

Develops and directs LEPC programs, contracts and budgets; develops the annual LEPC report

Provides technical expertise information and assistance to the County Superintendent of Schools regarding Early Learning Child Care issues; represents the County Superintendent of Schools and Santa Clara County Office of Education ("SCCOE") at state and local meetings

Directs the preparation and maintenance of a variety of narrative and financial reports related to assigned activities including overseeing data gathering and development of reports mandated by CDE including LEPC Priority Zip Codes, Early Care and Education (ECE) Voluntary/Temporary Transfer of Funds Processes and other reports.

Coordinates the implementation of the Santa Clara County Pilot Subsidy Program in partnership with CDE and participating California General Child Care and Development Fund providers; directs the data collection and preparation of a variety of reports

Serves as point of contact between LEPC and community; represents LEPC at community activities; staffs LEPC subcommittees; serves on various early learning advisory committees; serves as representative.

Develops, coordinates and implements professional development training for LEPC staff, State Child Care Providers and/or the LEPC, including activities supported by the LEPC

Oversees the California Transitional Kindergarten Stipend Program; develops and maintains the program

Oversees specialized research and reports representing the priorities of the LPC and of the County Superintendent of Schools in support of expanded access to quality early care and education in Santa Clara County.

Advises, advocates, and serves as a technical resource on state and local policy, legislative activity, and provides testimony on items related to early care and education.

Provides support to the LPC; maintains and updates mailing lists and related correspondence; disburse correspondence to interested parties relating to early learning trainings, job announcements, journal articles, events and workshops; plans, coordinates, schedule and facilitates LPC meetings

Serves as a technical resource to LPC members, early learning providers, families, community agencies, school districts and community members regarding early learning initiatives; provides advisory and referral services to early learning agencies, the educational community and the general public

Directs the formulation and development of policies, procedures and programs; implements organization structure for assigned programs and functions.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, terminations and disciplinary actions; coordinates subordinate work assignments and schedules, and reviews work to assure compliance with established standards, requirements and procedures; assures employee understanding of established requirements; directs the development and implementation of staff development activities.

Maintains current knowledge of laws, codes, regulations and pending legislation relevant to the position; modifies programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Develops and oversees special projects and Child Care Planning and support activities as required

Attends and conducts a variety of meetings as assigned, some of which may be held beyond the normal work day hours.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of child development and early care and education

Personnel Commission Approval May 9, 2018

Revised 7/20/14 (e)2 (d)7.2 (N)19.6 (o)-1.6 (v)10.3 (e)12.9 (a)11/3/2020 (e)2 (r)5.2 ()10.6 (18,j14.8 (2)11
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