

Division Director of Education - Certificated Early Childhood Education/Child Development

Application Deadline: November 19, 2019 by 4:30 p.m.

Colusa County Office of Education is recruiting for a Division Director of Education - Certificated Early Childhood Education/Child Development, who can coordinate the leadership team members in implementing and monitoring Performance Standards and Funding Terms and Conditions department wide.

CURRENT ASSIGNMENT LOCATION:

Children's Services Main Office

SALARY:

\$30.87 - \$41.37 per hour

HOURS/DAYS:

8 hours per day, 220 days per year

BENEFITS:

Partially paid medical, dental and vision benefits; paid vacation and sick leave; CalSTRS retirement

EDUCATION & EXPERIENCE:

- Baccalaureate or advanced degree in Early Childhood Education, or a baccalaureate or advanced degree and equivalent coursework in Early Childhood Education with early education teaching experience
- Child Development Site Supervisor or Program Director permit.

LICENSES & REQUIREMENTS:

- Valid Child Development Site Supervisor or Program Director permit
- The successful candidate will be required to provide DOJ fingerprint clearance, TB test clearance, a valid California driver's license, and immunizations as described on complete job description following acceptance of job offer.

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Colusa County Office of Education (CCOE) participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website.



Colusa County Office of Education

Human Resources
345 5th Street, Suite A
Colusa, CA 95932
(530) 458-0350
hr@ccoe.net

APPLICATION PROCEDURE

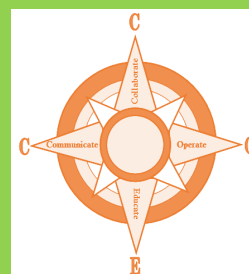
Interested candidates must apply online at www.ccoe.net

REQUIRED APPLICATION MATERIALS

A complete application packet will include:

- Resume
- Letter of Interest
- Two Letters of Recommendation
- Copy of Child Development Permit
- Unofficial transcripts verifying units

All employment applications and supplemental documents must be submitted through EdJoin. Incomplete application packets will not be considered.



**AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER
DRUG AND TOBACCO-FREE WORKPLACE**

COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):

Seek resources to meet and expand program services. *E*
Assist with facilities development. *E*
Know and implement Performance Standards and Funding Terms and Conditions. *E*
Write, revise and up-date program plans and assists with writing grants. *E*
Assist other leadership team members with developing and implementing training plan. *E*
Monitor department Guidance and Procedure Manual, develop guidelines, procedures and forms as needed; verify consistency with County Office policies, education code, and other specific requirements. *E*
Promote public relations, community relationships, and inter-agency agreements. *E*
Recruit and train quality program staff. *E*
Collaborate and communicate with parents, staff and community members. *E*
Organize and participate in the Child Development and Health Committee of the Policy Council. *E*
Provide direction for the Child Development and Health Services Area. *E*
Complete reports and submit to the Policy Council. *E*
Participate in leadership team meetings and other required staff meetings. *E*
Promote team building and universal services to families and children. *E*
Organize and prepare for mandated and required Federal and State program review. *E*
Read, interpret, apply and explain rules, regulations, guidance's, policies and procedures. *E*
Plan and conduct regular staff meetings in program focus area. *E*
Plan and coordinate orientation of new education staff. *E*
Supervise and evaluate the performance of assigned staff; recommend transfers, reassignments, disciplinary actions, and terminations, as needed. *E*
Develop the training plan including surveying staff and assessing needs. *E*
Review children's files regularly for required documentation and offer staff direction as needed in maintaining complete files. *E*
Monitor staff and sites regularly as dictated by program focus area. *E*
Assist in maintaining a quality child development program through ongoing collaboration. *E*
Ensure that high standards of early childhood education and child development are implemented. *E*
Monitor child attendance and follow-up with families as needed. *E*
Promote parent development and involvement. *E*
Understand and apply the principles of empowering when assisting families. *E*
Assist with Community Assessment. *E*
Oversee site budgets to maintain fiscal responsibility. *E*
Approve purchase of developmental supplies and materials. *E*
Maintain knowledge of community resources for low-income families. *E*
Oversee and implement services to children with special needs. *E*
Maintain confidentiality. *E*
Operate a variety of office equipment to perform assigned duties. *E*
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Budget development, grant writing and program monitoring
Adult learning styles, skills and techniques of teaching adults
Basic interview practices
Child care and child development and related services
Principles and practices of supervision and training
Correct English usage, grammar, spelling, punctuation and vocabulary
Laws, rules and regulations related to assigned activities
Interpersonal skills using tact, patience and courtesy
Standard office practices and procedures including record-keeping, report writing, filing, and organizing information and materials
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

ABILITY TO:

Effectively communicate with staff to carry out program requirements
Oversee the activities of the designated area and assure effective program operations
Interpret, apply, and explain rules, regulations and policies
Organize workload and handle multiple tasks at one time
Work with adults to carry out program requirements
Supervise and evaluate the performance of assigned personnel
Establish and maintain effective working relationships
Prepare reports, correspondence, and other written materials related to recruitment and training with child care providers
Work a varied schedule, including evenings, weekends, and early mornings
Communicate effectively both orally and in writing
Lift and carry objects weighing up to 40 pounds
Maintain confidentiality of personnel, student and family issues
Operate a variety of office equipment to perform assigned duties
Operate a computer to complete reports and maintain data
Operate a vehicle to conduct work

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone
Seeing to read and prepare a variety of document and reports
Sitting or standing for extended periods of time
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Reaching overhead, above the shoulders and horizontally to retrieve and store materials
Bending at waist, kneeling and squatting
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
Be physically mobile to make site visits and enter a variety of structures
Driving a vehicle to conduct work