

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR I, REGIONAL PRESCHOOL INSTRUCTIONAL NETWORK**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Educational Services, develop and implement a results-based work plan that provides professional development and support services to preschool staff in the seven county Bay Region IV; provide consistent and high quality professional development for preschool administrators and teachers in early childhood programs focusing primarily on literacy, school readiness and transition to kindergarten for children in the region; establish a regional network of county offices, pre-school providers and school districts to disseminate research and resources through out the Bay Region; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Develop and implement a results-based work plan that provides professional development and support services to preschool staff in the seven county Bay Region IV; provide consistent and high quality professional development for preschool administrators and teachers in early childhood programs focusing primarily on literacy, school readiness and transition to kindergarten for children in the region including English Language Learner and special needs students.

Establish a regional network of county offices, pre-school providers and school districts to disseminate research and resources through out the Bay Region; expand and compile list of potential partners; develop and maintain related database.

Provide leadership, support and resources to county offices, preschools, and school districts to implement statewide Preschool Learning Standards and expectations and the Desired Results System of Accountability.

Develop and monitor an evaluation system that includes data collection methods to measure results of regional activities; analyze program needs; develop and document effective practices in the region, which can be used to inform public policy.

Participate in and contribute to State level activities as related to the California Preschool Instructional Networks; conduct and facilitate Regional Preschool Instructional Network meetings; attend and participate in State regional lead meetings; participate in early childhood workshops, conferences and child development association meetings; attend County Office and other meetings as assigned.

Provide and facilitate professional development that is articulated with the K-12 content standards, consistent with State-wide Preschool Learning Standards content areas and integrates early childhood assessment and evaluation.

**August 2005**

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate employee work assignment and review work to assure compliance with established plans, strategies, standards, requirements and procedures.

Provide quarterly and annual reports based on the regional work/evaluation plan; prepare and maintain a variety of other records and reports related to assigned activities.

Interpret State and national laws related to early care and early childhood education; maintain current knowledge of laws, rules and regulations related to assigned activities.

Develop relationships and maintain communication with school districts and agencies throughout the region such as First 5 Commissions, LPC, Head Start, and others that provide early care and education to young children as well as school districts' primary grades instructional staff.

Support the implementation of the recommendations of various California Department of Education's publications including Elementary Makes the Grade (2000), Ready to Learn Quality Preschools for California in the 21<sup>st</sup> Century (1998), Pre Kindergarten Learning and Development Guidelines (2000), and First Class a Guide to Early Primary Education (1999).

Participate in the development and preparation of the program budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; seek additional grant funding and resources to expand instructional network program services.

Operate a computer, assigned software and other standard office equipment as assigned; operate an overhead projector and LCD projector; drive a vehicle to various sites to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Preschool instructional network programs and funding sources.
- Initiatives including research-based practices in the Desired Results System of Accountability.
- Goals of Preschool Learning Standards and K-12 content standards.
- Effective professional development models.
- Principles and practices of training and supervision.
- Strategies for coaching and mentoring.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Public speaking techniques.
- Interpersonal skills including tact, patience and courtesy.
- Record-keeping and report writing techniques.
- Technical aspects of field of specialty.

**ABILITY TO:**

Plan, coordinate and evaluate the work of the preschool instructional network.  
Collaborate and network with a variety of organizations.  
Interpret, apply and explain rules, regulations and program requirements.  
Develop effective communication systems and oral presentations.  
Provide and facilitate professional development with an emphasis on early literacy.  
Train and evaluate the performance of assigned staff.  
Operate a computer and other standard office equipment.  
Operate audio-visual equipment as assigned.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Analyze situations accurately and adopt an effective course of action.  
Maintain current knowledge of laws, rules and regulations related to assigned activities.  
Prepare and maintain records and reports.  
Meet schedules and time lines.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in early childhood education, child development or related field and experience providing professional development and follow-up support at the Pre-K or elementary school level, experience as an administrator in the K-12 or Pre-K system, and experience facilitating collaborative projects with various educational agencies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential or Program Director Child Development Permit.  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.  
Evening or variable hours.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.