



## **FAMILY CHILD EDUCATION PROGRAM MANAGER II**

### **POSITION DESCRIPTION**

#### **GENERAL FUNCTIONS:**

- Under the supervision of the Director of Educational Options and FCE Program Administrators, plans, organizes, controls and directs FCE activities and related services.
- Engages in project management, budget development to leverage various funding sources.
- Coordinates flow of communication between administrators, personnel and outside organizations.
- Trains and supervises the performance of assigned personnel.
- Under the guidance of the Director and Program Administrator, the manager plans, implements and administers a comprehensive program in the areas of enrollment, budget, and recruitment and retention.
- Works closely with other district departments.
- Supervises assigned staff.
- Responsible for planning functions of the Department.
- Coordinates and directs the work of consultants, vendors and contractors as appropriate.
- Analyzes relevant data in order to make judgments related to all areas of job responsibility.
- Develops record keeping and accountability systems and procedures, and performs related duties as assigned.
- The FCE Manager is a strong team builder, collaborative, demonstrates leadership skills, and shows creativity and visionary capabilities.

#### **ESSENTIAL FUNCTIONS** (include but not limited to):

- Develops and leads implementation of strategies, processes and programs in alignment with FCE program or District objectives including FCE enrollment and related activities.
- Develops and implements programs that enhance and promote the FCE department ensuring the program is aligned with current practices.
- Trains, supervises and evaluates the performance of assigned staff at various school sites.
- Interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; reviews recommendations for employee transfer and promotion.
- Coordinates professional development and onboarding of new staff.
- Effectively communicates both orally and in writing with other administrators, personnel and outside organizations to build partnerships to enhance program quality.

- Applies sound judgment and ensures decisions are aligned with relevant policies and regulations.
- Resolves issues proactively in alignment with policies, and provides excellent customer service.
- Assists in the alignment and development of policies, procedures and programs to assure fiscal solvency, safe and efficient programs, advises administrator of unusual trends or problems and recommends appropriate corrective action.
- Directs the preparation of proposals and reports related to enrollment, budget, fiscal information, personnel, files related to the assigned activities, as well as recruitment and retention.
- Develops and prepares various budgets and long-range plans for department functions; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer spreadsheet software programs and maintains appropriate records.
- Extensive knowledge using current technology, manage program software, skills and ability to train and support staff.
- Attend and conduct a variety of FCE, district and community meetings as needed.
- Maintains regular and punctual attendance to fully meet work responsibilities.
- Ensures District compliance with Title 5 and Title 22 regulations.
- Performs other duties related to the job or department, as assigned.

#### **EDUCATION AND QUALIFICATIONS:**

- At least 5 years of leadership and administrative experience.
- Master's degree in Early Child Development or related field.
- Valid California Child Development Program Director permit required (Administrative Services Credential Preferred).
- Possession of a valid California driver's license.
- At least 5 years of multi-site management experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong leader who takes initiative, is responsive to challenges that arise and seeks solutions.
- Extensive knowledge of planning, organizing, reporting and direction of the operations and activities of California Department of education preschool programs; Title 5 and Title 22.
- Knowledge of data analysis and the reporting processes.
- Strong computer literacy skills (MIS, word processing, database and spreadsheets, Internet and e-mail use required).
- Knowledge of student assessment processes including the Desired Results system and all applicable required reports.
- Must be detail-oriented and possess excellent organizational and analytical skills with the ability to research best-practice and compliance guidance, complete work accurately, meet deadlines, and follow through on job duties and projects.
- Ability to prioritize workload, multi-task and be flexible.

- Demonstrate effective interpersonal, leadership, public speaking and management skills.
- Desire to be a part of a diverse team, and the ability to both think independently and work collaboratively.
- Ability to understand budgets and expense reports.
- Knowledgeable of program, finance, compliance and evaluation in a non-profit organization.
- Must be responsible, be able to handle confidential information, organize effectively, and work independently.
- Spanish language skills preferred.

**PHYSICAL REQUIREMENTS:**

- Ability to lift at least 40 lbs as needed.
- Ability to stand, stoop, and bend frequently
- Ability to drive personal vehicle as needed.
- Ability to sit at a computer for up to 8 hours per day.
- Ability to keep the workspace clean and organized.
- Hearing and speaking to exchange information and make presentations.

**NONDISCRIMINATION STATEMENT:**

*Santa Clara Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, gender identity, or gender expression), mental or physical disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic.*

*Board Approved 5/19*