

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 ("LPC") 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 LPC; manages the budgets and staff assigned to the LPC 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 ("LPC") carries out the functions and responsibilities prescribed by California Education Code.

Manages and coordinates the communication, meetings, partnerships, and programs of the LPC; manages the budgets and staff assigned to the LPC and ensures accurate and timely reports to the California Department of Education ("CDE"); serves as a representative as point of contact between LPC and CDE.

Develops and directs LPC programs, contracts and budgets; develops the annual budget and reports to the County Superintendent of Schools.

Provides technical expertise information and assistance to the County Superintendent of Schools regarding Early Learning Child Care issues and programs; 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 statistical reports related to assigned activities, including overseeing data gathering and development of reports mandated by CDE including LPC Priority Zip Codes, Early Care and Development Survey, and Voluntary/Temporary Transfer of Funds Processes and other reports.

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

Serves as point of contact between LPC and community; represents LPC in local meetings and activities; staffs LPC sub-committees; serves on various early learning advisory committees as a representative.

Develops, coordinates and implements professional development trainings for State Child Care Providers and/or the LPC, including activities supported by the State Child Care and Development Program.

Oversees the California Transitional Kindergarten Stipend Program; develops and implements 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; disburses correspondence to interested parties relating to early learning trainings, job announcements, journal articles, events and workshops; plans, coordinates, schedules 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 proper organization structure for assigned programs and functions.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, 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 OF:

Principles of child development and early care and education

Personnel Commission Approval: May 9, 2018
Revised: November 18, 2020

Marisa Perry
Director III –

Date: 11/18/2020