

Under the direction of an assigned supervisor, plans, organizes, and directs early learning advocacy and research initiatives including the Strong Start Initiative; manages the day-to-day activities and communications for the Initiative; serves in an advisory capacity to the County Superintendent, the Superintendent's Cabinet and County Office personnel; manages the development and implementation of partnerships between the County Office, community and other organizations in furtherance of County Office goals; manages projects with internal and/or external partners; manages related policy and advocacy efforts of the County Office in collaboration with the office of Government Relations and as directed by the County Superintendent; supervises and evaluates the performance of assigned personnel.

#### ESSENTIAL DUTIES:

Plans, organizes, and directs early learning advocacy and research initiatives and projects including the Strong Start Initiative; coordinate activities including developing and implementing work plans and coordinating with multiple agencies, programs/program directors and stakeholders.

Attends and conducts a variety of meetings with program directors, management of outside agencies, community leaders, government officials, partners and others as needed; represents the Department and Office at various meetings, functions, conference calls or other activities as requested.

Develops project plans; establishes goals, builds consensus, identifies metrics and modes of data collection; identifies resources needed, and related activities in the development of project strategies.

Establishes and nurtures partnerships and engagement with outside organizations, (e.g., school districts, philanthropies, public policy groups, stakeholder organizations, charter management organizations, universities).

Supports the public policy, administrative and legislative advocacy efforts of the Department and Office in collaboration with the office of Government Relations and as directed by the County Superintendent.

Provides technical expertise, information and assistance regarding early learning initiatives status and related matters.

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Conducts research, writes reports, prepares slide decks and other documents regarding the status of early care and education including childcare for dissemination and publication.

Supports the implementation of the Early Learning Master Plan, tracks and reports progress, and prepares

Develops and fosters effective individuals and teams.  
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.  
Demonstrates emotional intelligence.  
Models inclusive, effective, and authentic communication.  
Applies knowledge of the intersectionality of race, equity, and inclusion. Builds and sustains positive, trusting relationships.  
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

*Any combination equivalent to:* Master's degree in research and development, educational administration, educational public policy or a related field and four years of related experience.

Valid California driver's license.

ENVIRONMENT:

Office environment.  
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

Approved by Personnel Commission: June 10, 2015  
Revised: 8/9/23



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Marisa Perry  
Director III – HR / Classified Personnel Services

Date: 8/9/23