



Job Description

Equal Employment Opportunity

PROGRAM ADMINISTRATOR – EARLY LEARNING AND CARE

DEPARTMENT/PROGRAM: Early Childhood Education	CLASSIFICATION: Certificated Management
DIVISION: Educational Services	SALARY SCHEDULE: Early Childhood Education Management
REPORTS TO: Director, Early Childhood Education	SALARY RANGE: 121
APPROVAL DATE: 06/13/2023	WORK YEAR: 220 days
REVISION DATE: 07/15/2025	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Director, Early Childhood Education, the Program Administrator - Early Learning & Care is performed to provide leadership in planning, organizing, supervising, and coordinating the expansion of high-quality early care and education programs; supporting Early Childhood Education (ECE) alignment efforts across early childhood systems; leading implementation of the Quality Rating and Improvement System (QRIS); enhancing childcare infrastructure and access; participating in and supporting the work of the Local Child Care Planning Council (LPC); providing critical information to stakeholders; and ensuring implementation of services within established guidelines and standards. The incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Provides leadership for the development, implementation, and continuous improvement of early learning and care programs and initiatives.
- Assists in the preparation and development of the annual budget to support strategic priorities including QRIS implementation, ECE alignment, and childcare support.
- Collaborates with early learning and care personnel, school districts, and community partners to promote integrated and aligned ECE strategies that support smooth transitions and instructional coherence from preschool to TK-12.
- Coordinates and supports Quality Rating and Improvement System (QRIS) efforts, including data reporting, technical assistance, and professional development for participating providers.
- Supports childcare access and quality through strategic planning, resource allocation, and

- collaboration with stakeholders, including oversight of efforts aligned with the LPC.
- Participates in Local Child Care Planning Council (LPC) initiatives, representing the agency in childcare planning, needs assessments, policy discussions, and implementation activities.
- Maintains a variety of program, fiscal, and compliance records and documentation, including data supporting quality improvements and ECE implementation.
- Monitors the safety and supervision of children and ensures that all sites operate in compliance with local, state, and federal standards.
- Engages stakeholders and community members in program planning and evaluation, particularly as it relates to QRIS, ECE alignment, and childcare infrastructure.
- Prepares and presents reports, summaries, and strategic plans that inform local policy and guide continuous quality improvement.
- Oversees professional development planning and delivery focused on QRIS domains, ECE instructional practices, and leadership development across early learning programs.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Early learning and development standards
- Childcare systems, funding streams, and infrastructure supports
- Instructional leadership and adult learning principles
- Laws, codes, regulations, and policies related to early childhood education
- Local Child Care Planning Council (LPC) roles and responsibilities
- ECE alignment frameworks and best practices
- Program evaluation, continuous quality improvement, and data systems
- Quality Rating and Improvement System (QRIS) tools and implementation models
- Stages of child development and developmentally appropriate practices
- State and local policy structures related to early learning and care

Skills and Abilities to:

- Adapt to changing priorities while maintaining program quality and compliance
- Advocate for equity, access, and quality across early learning and childcare systems
- Analyze complex issues, data sets, and program outcomes to inform decision-making
- Build and maintain effective cross-sector partnerships and collaborative networks
- Collaborate with diverse teams, agencies, and community stakeholders to achieve shared goals
- Communicate clearly and effectively with varied audiences, both orally and in writing
- Coordinate professional development, coaching, and leadership initiatives
- Develop and manage program budgets, contracts, and grant-related deliverables
- Engage in long-term strategic planning and systems-level thinking
- Facilitate planning processes, meetings, and problem-solving discussions
- Implement ECE alignment strategies and QRIS systems with fidelity and responsiveness
- Lead diverse teams and supervise staff to ensure accountability and productivity
- Maintain confidentiality, cultural responsiveness, and high ethical standards
- Manage multiple projects and priorities while meeting deadlines and stakeholder expectations
- Navigate complex laws, regulations, and compliance frameworks effectively

- Prepare reports, communications, and presentations to convey strategic goals and outcomes
- Support the work of the Local Planning Council through participation and alignment with planning efforts
- Utilize digital tools and technology for data analysis, documentation, program tracking and maintaining accurate records
- Participate in off-site meetings, site visits, and community events
- Travel from site to site within the county

JOB QUALIFICATIONS / REQUIREMENTS:

EDUCATION AND EXPERIENCE:

Bachelor's degree in job-related area. Job-related experience within an early childhood education or early elementary system required.

EQUIVALENCY:

Not applicable.

LICENSE/CERTIFICATIONS:

- Child Development Director Permit
- Valid, current California Driver's License
- Evidence of Insurability
- Pediatric CPR/First Aid Certificate

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals
- MMR, TDAP, Annual Influenza (or waiver) vaccination
- Pre-placement Physical exam

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed in an indoor office environment as well as in the field, including classrooms
- Significant dexterity of hands and fingers to operate a computer and perform essential job functions
- Some lifting, carrying, pushing, and/or pulling
- Some crouching, kneeling, and stooping
- Moderate amounts of sitting, walking, and standing