

Sacramento County Office of Education Job Description

Classification Title: Director I, Early Learning

DEFINITION

Under general direction provides overall leadership, administration, and coordination of programs in the Early Learning Department, including maintenance of state, regional, and local networks; professional learning and technical assistance for teachers and administrators; and services for children and families; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, clerical and technical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

State, Regional, and Local Networks

- Assists in the administration, coordination, and facilitation of statewide, regional, and local networks of early learning administrators, teachers, and community partners;
- Attends statewide meetings and events as needed;
- Monitors the outcome of state, regional, and local activities by participating in the development and implementation of evaluation systems which include data collection methods to measure results;
- Participates in the development of information and systems to establish communications to networks;
- Develops and reviews reports;
- Supports communication with California County Superintendents, California Department of Education, First 5, California Early Childhood Special Education (CalECSE) Network, Supporting Innovative Practices (SIP) and other organizations as appropriate;
- Monitors program budgets.

Professional Learning and Technical Assistance

- Assists in the identification of state, regional, and local professional learning needs;
- Organizes and facilitates statewide, regional, and local technical assistance based upon standards and expectations;
- Coordinates professional learning for teachers and administrators that aligns with Preschool Transitional Kindergarten Learning Foundations (PTKLF), K-12 standards, and district programs, which meets statewide standards and integrates inclusive and developmentally appropriate teaching, learning, and assessment practices in early learning environments;
- Provides leadership, support and resources to networks.

Services for Children and Families

- Assists in providing leadership and oversight of programs serving children from infancy through age five and their families;
- Collaborates with partners to expand access to high-quality inclusive early learning programs and services to promote successful transitions to transitional kindergarten and kindergarten programs;
- Facilitates access to early identification and intervention services.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Possession of a valid California Administrative Services Credential and California teaching credential based on a Bachelor's degree and student teaching required;
- Advanced degree in education or related field desirable;

- Successful site, district, or state experience in the development, administration, and monitoring of curriculum and instructional programs with specific experience in early care and education programs and initiatives;
- Progressively responsible experience in providing professional development for teachers and administrators.

Knowledge of:

- Early care education programs and initiatives including program components, funding sources, populations served, staff development priorities, and research-based practices;
- California preschool/transitional kindergarten learning foundations and frameworks and desired results system;
- Elements of high-quality early learning programs;
- Federal, state, and local resources to support all children and their families;
- Strategies for coaching and mentoring, developing and maintaining peer support networks, and disseminating research-based curriculum/instructional programs;
- Techniques and practices of effective supervision.

Skill and Ability to:

- Design and implement a results-based regional work plan;
- Provide leadership and maintain statewide, regional, and local network systems;
- Organize and facilitate technical assistance;
- Provide and facilitate professional learning opportunities for teachers and administrators;
- Develop evaluation systems;
- Communicate effectively in both oral and written forms;
- Work cooperatively and effectively with individuals and groups;
- Ability to select, train and supervise staff;
- Ability to effectively transmit knowledge and skills to others;
- Skill to develop measurable goals and objectives, set priorities, monitor expenditures, and evaluate projects/programs towards achievement.

Other Characteristics

Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

3/24/2026