



Job Description

Equal Employment Opportunity

HEALTH SERVICES MANAGER – EARLY CHILDHOOD EDUCATION

DEPARTMENT/PROGRAM: Early Childhood Education	CLASSIFICATION: Classified Management
DIVISION: Educational Services	SALARY SCHEDULE: Early Childhood Education Management
REPORTS TO: Assigned Administrator	SALARY RANGE: 115
APPROVAL DATE: 4/27/2018	WORK YEAR: 220
REVISION DATE: 4/8/2026	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Assigned Administrator, the Health Services Manager - ECE manages, supervises and coordinates the nutrition and health services, including environmental health and safety checks for the Head Start/Early Head Start and State programs; provides training and technical assistance to internal and community partners; and implements, monitors, and maintains services within established guidelines and standards. The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensures 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.

- Collaborates with internal and external personnel (e.g., administrators, family members, public agencies, staff) to implement and/or maintain services and programs.
- Conducts site visits to centers to monitor program standards and/or ensure compliance with established guidelines.
- Consults with center staff and families on a variety of issues to provide technical assistance and/or training regarding best practices in the health and nutrition field.
- Develop policies and procedures (e.g., scope of services, program expansion) to meet the health and nutrition needs of children and their families and/or ensure compliance with established guidelines and/or standards, including Title 5 and Title 22.
- Directs Health Services operations, the maintenance of services and the implementation of new processes to provide services within established timeframes and in compliance with related requirements.

- Maintains a variety of manual and electronic files and/or records to provide up-to-date reference and comply with regulatory requirements and established guidelines.
- Manages health and nutrition services to ensure that performance outcomes are achieved within budget, department, and program objectives and maintain regulatory compliance.
- Monitors the safety of children in and around work areas (e.g., halls, multipurpose rooms, lunch room, restrooms, grounds) to prevent injuries and ensure site safety.
- Monitors assigned service activities to ensure performance standard levels are met within the guidelines of established guidelines while meeting regulatory requirements, including Title 22 and Title 5.
- Facilitate, coordinate and participate in meetings, workshops, training, and seminars to convey and/or gather information required to perform functions.
- Performs personnel functions (e.g., interviewing, evaluating, supervising) to maintain adequate staffing, enhance the productivity of personnel and achieve objectives within budget.
- Prepares a wide variety of written materials (e.g., reports, memos, letters, health plans, contracts) to document activities, provide written references, and/or convey information.
- Provides recordkeeping and reporting (e.g., clinical supervisory procedures, health and safety plans, training plans) to ensure compliance with established guidelines.
- Responds to inquiries to resolve problems, provide information and/or refer to appropriate personnel.
- Serves as a liaison between the Head Start/Early Head Start program and community agencies, families and others to ensure compliance, continuity of care and facilitate communication between participants.

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:

- Applicable laws, codes, rules, compliance, and regulations related to early childhood education
- Early childhood principles and best practices
- Instructional leadership and adult learning principles, needs and the change process
- ECE alignment frameworks and best practices
- Basic math, including calculations using fractions, percentages, and/or ratios
- Operating standard office equipment including using pertinent software applications
- Appropriate supervision techniques, including conflict resolution
- English usage, grammar, punctuation, and spelling
- Health standards and hazards
- Safety practices and procedures in early childhood education
- Stages of child development and developmentally appropriate practices

Skills and Abilities to:

- Adapt to changing priorities while maintaining program quality and compliance
- Analyze a variety of financial and statistical information; develop and manage program budgets, contracts, and grant-related deliverables
- Analyze complex issues, data sets, and program outcomes to inform decision-making
- Navigate complex laws, regulations, and compliance frameworks effectively

- Communicate clearly and effectively with varied audiences, both orally and in writing
- Engage in long-term strategic planning and systems-level thinking
- Maintain confidentiality, cultural responsiveness, and high ethical standards
- Lead diverse teams and supervise staff to ensure accountability and productivity
- Establish and maintain effective working relationships
- Gather, collate, and/or classify data
- Meet deadlines and schedules
- Plan and manage a variety of projects; coordinate professional development, coaching, and leadership initiatives
- Prepare accurate reports, communications, and presentations to convey strategic goals and outcomes
- 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 a specialized field is required.

EQUIVALENCY:

Not applicable.

LICENSE/CERTIFICATIONS:

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

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis and subsequent renewals
- MMR, TDAP, Annual Influenza (or waiver) vaccination

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- 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 or specialized equipment and tool to perform essential job functions
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions and view computer screens
- Some stooping, kneeling, and/or crouching
- Some lifting, carrying, pushing, and/or pulling
- Moderate amounts of sitting, walking, and standing