



**Director
Early Learning Department**

Summary of Position

FIRST 5 Santa Clara County (FIRST 5) is seeking qualified candidates for the Director position in the Early Learning Department. Under the direction of the Deputy Chief, this position is responsible for directing the strategic planning, development, implementation, evaluation and reporting of internal and county-wide workforce development strategies, services, programs, and activities under FIRST 5's Early Learning Initiative.

Background on FIRST 5 Santa Clara County

FIRST 5 Santa Clara County (FIRST 5) was formed when California voters approved Proposition 10 in November 1998. FIRST 5 is a public entity governed by a nine-member commission. FIRST 5 allocates funds to promote and support early childhood development for children prenatal through age 5 and to enrich the lives their families.

Through an extensive planning process, the community identified seven priority areas in which FIRST 5 invests its resources: 1) Children's Health; 2) Family Strengthening and Support; 3) Neighborhood and Community Engagement, 4) Early Care and Education; 5) Systems Change; 6) Workforce Development and; 7) Communications and Public Awareness. Based on the priorities the Commission adopted the following goals: 1) Children are born healthy and experience optimal physical, behavioral, and developmental health; 2) Families are resilient and raising happy, healthy, and thriving children; 3) Families in all communities and neighborhoods are engaged, connected, and involved in supporting the healthy development and well-being of children; 4) All children experience high-quality early care and education opportunities in various settings that prepare them to be lifelong learners at home, school, and in their communities; 5) County systems are integrated, strategic, and culturally responsive in their approaches to strengthening and supporting families; 6) The community (FIRST 5 staff, partners and other service providers) has the knowledge, skills, and capacity to support children prenatal through age 5 and their families; and 7) The community is aware of the importance of early childhood and FIRST 5's mission, priorities, investments, partners, and impact.

Potential applicants are encouraged to visit FIRST 5's website at www.first5kids.org in order to better understand FIRST 5's initiatives, programs and services.

Essential Functions and Responsibilities

- Collaborate with the Deputy Chiefs and other Directors to establish an organizational structure and systems that foster a culture of leadership, innovation, accountability, excellent service, and continuous improvement within FIRST 5
- Lead program/unit's participation in implementing the agency's strategic plan in collaboration with the Deputy Chiefs, other Directors and department staff
- Work in collaboration with Deputy Chiefs and other Directors to initiate and/or participate in integrated planning, implementation and continuous improvement efforts within and across departments
- Participate in developing local, state and national funding proposals and partnerships that leverage and/or sustain FIRST 5's investments
- Communicate about FIRST 5's strategic direction, investments and impacts to all internal team members and external partners

- Gather and share information to/from the CEO, Chiefs, Deputy Chiefs, internal team and external partners to inform FIRST 5's work
- Establish collaborative, effective working relationships with CEO, Chiefs, Deputy Chiefs, internal team and external partners
- Oversee department's vision, purpose and scope of responsibilities
- Oversee development and implementation of short- and long-term operational plans (goals, outcomes, strategies, activities, timelines) for the department that align with the agency's strategic plan and other departments' operational plans
- Oversee development and implementation of systems, processes and practices needed to implement departmental operational plans
- Oversee departmental staffing needs and structure
- Provide leadership, coaching, supervision, and guidance to department team members
- Develop pathways for team members' professional development
- Represent FIRST 5 in meetings (in addition to or in place of CEO)
- Provide excellent service to internal and external customers
- Supervise staff in the Early Learning Department
- Develop, implement, monitor and evaluate the Early Learning Plan for FIRST 5 staff and partners
- Provide oversight of the day-to-day operations of the Early Learning Department, including the development and monitoring of the Early Learning budget
- Identify and apply for grant opportunities
- Procure vendors for workforce development programs and services
- Develop, implement, monitor, and evaluate programs and contracts
- Develop and strengthen partnerships with other workforce development systems in the county, region and state to leverage and sustain FIRST 5's professional development system
- Research and apply the latest technology and best practices to ensure that FIRST 5 partners have access to state-of-the-art professional development opportunities

Required Knowledge, Skills and Abilities

- Strong staff supervision skills
- Expertise in the planning, development, implementation, management and delivery of professional development plans with staff
- Advanced knowledge and application of systems of care and school readiness concepts for children prenatal through age 5 and families
- Expertise in core competency frameworks and evidence-based practices that support service providers' capacity to provide high quality services for families with children under age 6
- Understanding of best practices in early childhood care and education field, such as (but not limited to) reflective practice, Brazelton Touchpoints Approach, Triple P Positive Parenting Program, Strengthening Families: 5 Protective Factors, Trauma Informed Care, California Preschool Foundations, Ages and Stages Questionnaires, NAEYC Accreditation, and QRIS Rating Matrix.
- Strong capacity to lead and work as a cooperative and supportive member of an interdisciplinary team
- Expertise in the effective management of multiple, complex projects
- Advanced knowledge and ability to conduct research, analyze and report on research findings
- Expertise in the management and facilitation of meetings
- Expertise in developing and presenting complex information to large groups of people

- Strong computer skills (e.g., Microsoft Word, Excel, PowerPoint), as well as the ability to learn and master computer technology/software programs as needed
- Excellent oral and written communication skills

Educational and Work Experience Requirements

- Bachelor degree in early childhood or human development, organizational development, human resources, psychology, social work, , or a related field
- At least three years of experience supervising staff
- Master's Degree preferred
- Bilingual skills a plus

Work Environment

- Clearance of background checks as required by local, state and federal regulations
- Must be able to travel within and between early education sites and to conferences, trainings, and meeting sites within and outside the county
- Setting-up for meetings may require lifting or carrying cumbersome materials such as easels, flip charts, refreshments, etc.
- Ability to work evenings and weekends as required
- Must be able to speak, read, and write English fluently

Term

This is a full-time, exempt position.