Director of Systems and Operations- Early Education Department

Posting Date: April 4, 2014
Start Date: July 1, 2014
Contact: Mary Richards, Executive Director, Human Resources richardsm@sfusd.edu
Please Apply: https://sfusd.searchsoft.net/ats/app_login?COMPANY_ID=00012821
Salary: Per SFUSD Salary Schedule for Unrepresented Leaders
Responsible To: Chief of Early Education
Basic Function: Assumes direct responsibility for the daily operations of the Early Education Department system supports (i.e., IT, Budget, Nutrition, Centralized Enrollment).

Performance Responsibilities:

The Director of Systems and Operations is a key member of an administrative team that works together to support the mission and values of the Early Education Department. The Program Director is responsible for managing the overall systems necessary to support program services (i.e., Preschool and After School). The Director will provide budgetary, fiscal, nutrition, enrollment, and IT leadership processes that effectively use resources. The Director of Systems and Operations will create an open and honest working environment that inspires professionalism and rewards creative, innovative teaching.

Overarching System Responsibilities

- Supervise and evaluate Systems & Operations (S&O) Unit staff
- Support Systems & Operations Unit staff, including leading regular S&O Unit meetings; joining staff on meetings with District and community partners; reviewing and providing oversight of work plans, projects, reports, etc.
- Meet and communicate regularly with Chief of Early Education and Executive Director to develop work plans, etc.
- Participate in regular EED Admin. Team meeting
- Participate in regular District and community partner meetings
- Participate in CEP Advisory Committee
- Plan and oversee professional development for site administrator/clerks re: systems and operations needs
- Research and resolve inquiries from California Department of Education (CDE) relating to fiscal matters (in collaboration with Fiscal Manager)

**Manages Fiscal and Budget Process**

- Prepare the annual budget for EED (work with ED, Chief of Early Ed, Fiscal Manager & EED Directors)
- Regular monitoring of all central budgets; ensure expenditures are within budget
- Ongoing development and monitoring of the cost analysis for all EED sites
- Develop and implement ongoing plans for EED reorganization, including restructuring oversight of contracts, fiscal systems, IT systems, etc.
- Work with EED administrative team and Fiscal Manager to develop and implement policies and procedures for S&O Unit (including cash management, internal controls, record keeping, budget development, HR, IT, contracts, etc.)
- Support/review monthly projection of all revenue and expenditures
- Oversee various audits from different funders and CDE
- Review/approve invoice/expenditure reports to seek reimbursement from funders (e.g., PFA, Head Start)
- Support/review quarterly attendance and expenditures reports to (CDE)
- Support/Review cost models and reports for various projects
- Review and approve budget transfer requests, general requisitions, and K-Resolutions for all sites
- Review and approve all substitute requests and extended calendar requests
- Oversee HR processes for EED
Manages Information & Technology System

- Oversee implementation of EED SIS system
- Oversee planning, development, implementation and coordination of various IT systems (e.g., Child Plus, Genesis, SharePoint, District website, SEEDS, Cocoa)
- Oversee training and user proficiency rates in EED and SFUSD information systems
- Oversee/work with IT and Child Plus technology support, etc. to develop various reports

Manages Centralized Enrollment Process

- Oversee and implement centralized application, enrollment, attendance, and recertification process
- Oversee centralized enrollment staff
- Ensure training and user proficiency rates of enrollment staff
- Pilot parent education communication strategy for outreach and enrollment process

Manages Nutrition System

- Review & approve nutrition reports
- Develop and administer contracts, agreements, and grants for nutrition program

Ability to:

1. Communication well verbally and in written format in order to:
   a. Interact with adults and children from diverse backgrounds
   b. Communicate and maintain effective relationships with SFUSD staff, children, parents and community representatives
2. Competently use computers (i.e., Microsoft Word, Excel, other Microsoft Office applications, and EED databases identified above)
3. Create and maintain organized, general record keeping practices
4. Maintain flexibility in work schedule to accommodate school schedules and child needs
Minimum Qualifications:

1. MA and five years experience working in educational setting with school-age children, including supervision/administrative experience preferred; candidates with BA/BS must have 10 years of relevant experience, including supervision/administrative experience
2. California Child Development Program Development Permit, or commitment to actively work to attain the credential within 6 months
3. Knowledge of Title 5 and Title 22 regulations; and California Learning Standards
4. Experience in creating and monitoring budgets
5. Experience in project management
6. Familiarity with SFUSD Human Resources, IT, and Accounting processes preferred

IMPORTANT LINK – PLEASE READ!

After you complete your application please go to SFUSD website and review our District’s Strategic Plan – Impact Learning. Impact Lives.


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