Job Description
Director of Systems and Operations

Position Title: Director of Early Education Systems
Responsible To: Chief of Early Education
Basic Function: Assumes direct responsibility to 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 evaluation Systems & Operations Unit staff
- Support Systems & Operations Unit staff, including 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
- Planning and oversight of site administrator/clerks professional development re: systems and operations needs
- Research and resolve inquiries from CDE relating to fiscal matters (work 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 California Department of Education (CDE)
- Support/Review - cost models and reports for various projects
- Review and approve budget transfer requests, general requisitions, and K-Resolutions for all sites (currently this is under ED for final approval)
- Review and approve all sub 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, Child Plus tech support, etc. do develop various reports

Manages Centralized Enrollment Process

➢ Oversee and implement centralized application, enrollment, attendance, and recertification process4

➢ Oversee centralized enrollment staff

➢ Ensure training and user proficiency rates of enrollment staff

➢ Pilot parent education communication process

Manages Nutrition System

➢ Review & approve Nutrition reports

➢ Develop and administer contracts, agreements, and grants for Nutrition program

Ability to:

1. Good written and oral communication skills
   a. Interact with adults and children from diverse backgrounds
   b. Communicate and maintain effective relationships with SFUSD staff, children, parents and community representatives.

2. Computer skills a must (i.e., Microsoft Word, Excel)
3. Organized, general record keeping practices
4. Maintain flexibility in work schedule to accommodate school schedules and child needs.
5. Experience in creating and monitoring a budget
6. Experience in project management
7. Familiar with SFUSD Human Resources, IT, and Accounting processes preferred

Minimum Qualifications:

1. MA in Education, or related field and five years experience working in educational setting with school-age children, including supervision/administrative experience
a. Candidates with BA/BS must have 10 years experience, including supervision/administrative experience

2. California Child Development Program Development Permit, or actively working to attain the credential w/in 6 mos.

3. Knowledge of Title 5 and Title 22 regulations; California Learning Standards;