California Department of Education
Human Resources Division
HRD-002 (Revised 06/2024)

☐CURRENT
☒PROPOSED

PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION	WORKING TITLE
Education Administrator I	Monitoring Administrator

BRANCH
Opportunities for All

DIVISION	OFFICE
Early Education	Program Quality Implementation - South

CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION
S21	E	3758	174-656-2657-XXX	Southern California

PROBATIONARY PERIOD	TENURE	TIME BASE	BILINGUAL POSITION
12 Months	Permanent	Full-Time	No

TELEWORK OPTION	SAFETY SENSITIVE POSITION	CONFLICT OF INTEREST CLASSIFICATION
Hybrid	No	Yes

DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the general direction of the Associate Director of the Early Education Division (EED) and the general direction of the Deputy Superintendent of the Opportunities for All Branch, the Education Administrator I (EA I) manages the Program Quality Implementation (PQI) - South Office, which consists of Child Development Consultants (CDCs). The PQI - South is one of three Program Quality Implementation (PQI) offices in the EED. Responsibilities include providing leadership, managerial direction, and supervision of professional, and analytical staff. The PQI - South Administrator is responsible for a variety of management functions that include contract compliance monitoring and program training and technical assistance. Ongoing travel is required to support this function.

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.

SUPERVISION BY

This position reports to the Associate Director of the EED.

SUPERVISORY RESPONSIBILITIES

Directs and supervises professional staff assigned to the union, including CDCs and/or Education Program Consultants (EPCs).

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

This position is headquartered in Southern California and may be eligible for hybrid telework schedule. A hybrid telework schedule includes working remotely and physically reporting to the office and temporary work sites. This position requires long periods of time sitting in front of a computer workstation; repetitive use of the hands, forearms, and fingers to operate a laptop, mouse and keyboard. This position requires up to 50 % travel in Southern California.

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 40 ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Staff Supervision: Supervise staff, including CDCs/EPCs, provide direction and guidance; determine ongoing work assignments; direct daily activities and special assignments; delegate responsibilities; review work products; monitor and evaluate performance; approve travel and leave; and conduct, arrange, and approve training.

Travel Requirements: This position requires travel throughout Southern California to conduct contractor compliance monitoring and provide oversight and supervision of CDCs/EPCs performing monitoring activities.

Relative % of Time Required: 20 ☐ Essential Function ☒ Non-Essential Function

Duties Performed

Administrative Responsibilities: In collaboration with PQI Administrators, manage the budget; prepare budgetary documents to support the work of all PQI offices; ensure that correspondence meets departmental standards and policies; and attend and conduct staff meetings. Ensure all providers and contractors receive support across the state by leading the workgroup throughout Quality Parenting Initiatives. All PQI offices must collaborate and coordinate closely.

Relative % of Time Required: 20 ☐ Essential Function ☒ Non-Essential Function

Duties Performed

Monitoring Policy and Implementation: Direct the formulation and execution of monitoring policy, program, and priority strategies of the State Superintendent of Public Instruction, the California Department of Education (CDE), and the State Board of Education relating to Universal PreKindergarten (UPK) programs; consult with key CDE staff; recommend and secure administrations' approval for major strategy achievement; direct the performance of individual and program tasks; independently determine routine decisions; and propose changes, including legislation, designed to improve the programs.

Relative % of Time Required:	10	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Work Products: Direct the preparation of educational work products such as contract monitoring review instruments, policy memorandums, and training documents; assignments to staff; determine tasks, time lines, and due dates; review drafts; ensure that product content is consistent with policy; and acquire administrators' concurrence for product development, content, and publication.

Relative % of Time Required:	10	☐ Essential Function	☒ Non-Essential Function

Duties Performed

Internal/External Representation: Represent the EED within the CDE and in the early education profession; meet with key local, state, and national program representatives such as contractors, professional organizations, local government officials, and district and county representatives; make presentations; gather feedback and concerns; clarify policies and procedures; and promote collaboration, networking, and partnerships among similar programs.

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function

Duties Performed

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Maintain consistent and regular attendance; communicate effectively (orally and in writing); develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner, adhere to departmental policies and procedures; knowledge of early education and the California public school system; establish effective working relations; exercise tact, resourcefulness, and judgment; work effectively in both independent and diverse multi-task team environments and in a shared decision-making capacity; knowledge of State administrative requirements, including for contracts, administration, travel, etc. In collaboration with other EED and CDE offices, support the implementation of the UPK System of Support. Ensure the appropriate and timely use of data to support continuous improvement for CDE and the field. Support the division's implementation of Classroom Assessment Scoring System (CLASS), including through collaboration, receiving or providing training on CLASS, and monitoring contractors using the CLASS tool.

PERSONAL CONTACTS

Contact with all levels of departmental employees, including managers, administrators, directors, and deputies. External contact with public and private agencies, including local educational agencies and community-based organizations.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor