

Job Description

Position Title	Senior Director, Early Education	Home Department	[D500] CFS
Department	[D500] Children & Family Services	Location	Redwood Blvd
Revised By	People & Culture / CPO	Revision Date	July 14, 2026

GENERAL INFORMATION

FLSA Status:	Exempt, Salary
Reports To:	CEO
Supervises:	Yes
EEO Category:	1.1
Org Band:	Director
Union:	N/A
Travel:	Yes
Cell Phone Allowance:	Yes
Work Arrangement:	Hybrid

PRIMARY OBJECTIVE

The Senior Director, Early Education, provides operational leadership and compliance oversight for Community Action Marin's early childhood education system serving children ages 0–12. The role supports service quality and regulatory compliance across Children & Family Services (CFS) programs, including Community Care Licensing, Early Head Start, Head Start, California State Preschool Program (CSPP), General Childcare Development (CCTR), and the Family Childcare Network (FCCHN).

This individual leads the Early Education team including the two Senior Managers, Early Education & Compliance; the Director, Early Childhood Intervention; and Site/Area Managers across nine (9) locations in Marin County. The Senior Director is accountable for early education program operations, compliance, site support, behavioral health/inclusion coordination, with emphasis on consistent implementation, internal monitoring, and continuous improvement.

The role partners with key functional and managerial leaders across CFS, and with key members of agency teams including Finance & Operations, People & Culture, Learning & Evaluation, and Development. In close partnership with the VP, Children, Family & Community Services and key program leaders across CAM, the Senior Director, Early Education works to strengthen high-quality, inclusive, safe, and compliant services for children and families while participating in agency decision-making responsibilities relevant to their role.

The Senior Director, Early Education, serves on CAM's Leadership Team.

ESSENTIAL FUNCTIONS / RESPONSIBILITIES

Program Compliance, Quality Assurance & Continuous Improvement

- Ensure program implementation aligns with HSPPS, Title 22, Title 5, licensing requirements, contract requirements, and agency standards.
- Coordinate and strengthen internal monitoring systems, including audits, CLASS assessments, DRDP reporting, licensing readiness, documentation review, and corrective action tracking.
- Monitor program compliance trends and support timely follow-up on identified gaps, including corrective action plans and continuous quality improvement activities.
- Contribute to required reports and monitoring preparation, including PIR, FA1/FA2, DRDPs, licensing documentation, and related funder or regulatory submissions.
- Support timely reporting and internal communication regarding unusual incidents, licensing concerns, compliance findings, and emerging risk patterns, escalating significant concerns to the CEO and other designated leaders.
- Use data in collaboration with the Learning & Evaluation team to identify patterns, improve practice, and support consistent implementation across classrooms, sites, and family childcare homes.

Education Services, Inclusion & Program Quality

- Ensure instructional quality, curriculum fidelity, developmentally appropriate practice, trauma-informed care, inclusion practices, and positive child outcomes across age groups and service settings.
- Accountable for education, behavioral health, disability/inclusion, and site leaders working to ensure children, including children with disabilities, receive individualized, inclusive, and developmentally appropriate supports consistent with applicable requirements.
- Support team leaders with Practice-Based Coaching, professional learning communities, pre-service, in-service, and other training systems that strengthen teaching practice and compliance readiness.
- Partner with leaders to ensure staff development, credential requirements, background clearance, and role-specific training are tracked and completed in accordance with program and regulatory expectations.

Team Leadership & Cross-Functional Coordination

- Supervise and support assigned managers and teams responsible for education services, program compliance, site support, behavioral health/inclusion, and, as related to site needs, program operations.
- Facilitate collaboration across CFS service areas, including Education, Early Childhood Intervention, and Compliance.
- Provide day-to-day guidance, coaching, accountability, and problem-solving support to ensure consistent program implementation and timely resolution of operational and compliance concerns.
- Partner with People & Culture to support performance evaluation processes, staff development plans, and healthy management practices that reflect CAM values.

Operations, Site Support & Facilities Coordination

- Partner with Operations, Facilities, Eligibility & Enrollment, and Site/Area Management leaders to support safe, functional, and compliant educational environments.
- Support classroom setup, relocations, emergency response coordination, licensing readiness, and implementation of site-level corrective actions.
- Help maintain shared awareness of site projects, compliance deadlines, facilities issues, and operational changes that may affect children, families, and staff.
- Oversee routine monitoring related to early education, inclusion/behavioral health, facilities, and site operations, ensuring gaps are documented, assigned, and addressed.

Budget, Grants & Resource Alignment

- Collaborate with Finance and program leaders to monitor spending and align resources with funder, contract, and regulatory requirements for assigned program areas.
- Support grant, contract, and compliance documentation by providing program information, monitoring data, and implementation updates as requested.
- Identify resource needs that affect service quality, compliance, staffing, training, or safe program operations and elevate recommendations through established leadership channels.

Partnership, Family Engagement & Community Coordination

- Engage regularly, and as prioritized by the CEO, with program committees, school districts, family childcare partners, and community organizations to support child and family well-being.
- Collaborate with Family Well-Being and other service area leaders to improve transitions, readiness, referral coordination, and access to supportive services.
- Represent CFS in selected program, partner, and community settings with a focus on operational coordination, service quality, and program compliance spokesperson duties.

Labor Relations & People & Culture Collaboration

- Work with People & Culture to support positive labor relations with SEIU-represented staff.
- Support information gathering, implementation follow-up, training, and problem-solving related to grievances, collective bargaining matters, and labor-management processes as assigned.

CAM'S VALUES

At CAM, our work is grounded in the core values of Relationship, Service, Inclusivity, and Unity. We believe in fostering meaningful connections, serving with purpose, creating inclusive spaces, and working collectively to fulfill our mission.

- Relationship: Build and maintain positive relationships with clients, colleagues, and community partners to support collaboration and trust.
- Service: Demonstrate a commitment to serving others with empathy, dignity, and respect in every interaction.
- Inclusivity: Support and promote an inclusive and welcoming workplace by valuing diverse perspectives and experiences.
- Unity: Collaborate across departments to contribute to agency-wide goals and shared success.

POSITION QUALIFICATION REQUIREMENTS

Education

- A high school diploma or equivalent (GED) is required in accordance with CAM employment standards.
- Master's degree in Early Childhood Education, Child Development, Public Administration, Human Services, or a related field is strongly preferred; equivalent combinations of education and directly relevant experience may be considered in accordance with agency practice.
- Valid California Child Development Program Director Permit is required and must be maintained as required for the role and compliance requirements.

Experience

- Minimum of five years of progressive leadership experience in early childhood education, Head Start/Early Head Start, child development, or human services programs.
- Demonstrated experience managing complex teams, multi-site programs, and services funded by multiple grants, contracts, or regulatory frameworks.
- Strong working knowledge of ECE regulations and quality systems, including Head Start Program Performance Standards, Title 5, Title 22, CLASS, DRDP, ASQ, licensing, and program monitoring.
- Experience with internal monitoring, audits, compliance tracking, corrective action plans, documentation systems, and data-informed continuous improvement.
- Experience working with children with disabilities and supporting inclusive, individualized, developmentally appropriate services is preferred.
- Experience in union environments, labor relations, or collective bargaining support is preferred.

Skills and Abilities

- Robust program planning, monitoring, evaluation, budgeting, staff development, and implementation management skills.
- Ability to translate regulatory requirements into practical program systems, workflows, training, documentation expectations, and follow-up processes.
- Excellent analytical, organizational, written, and verbal communication skills, with strong attention to detail and follow-through.
- Effective communicator and relationship builder across diverse internal and external audiences.
- Ability to build productive relationships across all levels of employees and support accountable, collaborative management practices.
- Proactive, solution-focused approach to problem-solving, process improvement, and risk identification.
- Familiarity with FCC, CSPP, CCTR, and California's ECE landscape.
- Bilingual English/Spanish is highly preferred.
- A strong commitment to social justice, equity, and CAM's mission to provide high-quality programs to serve low-income individuals and families.
- Deep understanding of—and ability to articulate—the role equity, inclusion, and diversity play in CAM's work.

Software

- Proficiency in Microsoft Office Suite, ChildPlus, CDMIS, and project management or workflow tools such as Asana or Smartsheet.

Standards of Professionalism

- Ability to maintain the highest level of confidentiality, professionalism, and adhere to CAM's Code of Ethics.

PHYSICAL DEMANDS

Employees in this role may be required to perform the following physical activities, with or without reasonable accommodation:

Activity	Description
Bend	Flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting.
Lift	Exertion of physical strength to move objects 10–25 lbs. from one level to another.
Carry	Hold or rest weighted objects 10–25 lbs. directly on hands, arms, shoulders, or back while moving from one location to another.
Climb	Ascend/descend with gradual or continuous progress, using both hands and feet.
Push	Exertion of force on or against an object to move it from one location to another.
Feel	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin.
Travel	Travel to sites using a personal vehicle may be required based on job duties.

ACKNOWLEDGEMENT

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

Employee Receipt and Acknowledgment: By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodation.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Signature	Employee Name (print)	Date
People Manager Signature	People Manager Name (print)	Date
People & Culture Signature	People & Culture Name (print)	Date

Copy: Employee File