

**9774 Program Quality Assurance Officer  
Early Learning Division****About the San Francisco Department of Early Childhood**

The Department of Early Childhood (DEC) is a City and County of San Francisco Department dedicated to our young children's healthy development. As the City's largest funder of early childhood, DEC is committed to creating a system that ensures every child can thrive and learn. We provide public investment, expertise, and leadership to put resources into the hands of those who care for our City's youngest children.

DEC is the result of a merger of two existing city departments, First 5 and the Office of Early Care and Education. Both First 5 and OECE have long histories of supporting young children and families in San Francisco through innovations in early care and education, family support services, and programs to support children's healthy development. They merged to expand their capacity and funding and to better integrate the City's early childhood services.

**Racial Equity Commitment**

The Department of Early Childhood condemns all forms of racism, sexism, homo/biphobia, transphobia, ableism, xenophobia, and other forms of discrimination; and affirms that all people including Black, Indigenous, and People of Color – have a right to be in our City and have a right to safe and affordable housing, neighborhoods free from pollution and violence, opportunities for educational advancement and wealth creation, healthy births, early childhoods with abundant opportunities to thrive free from the toxic effects of racism, and access to essential services such as parks, transportation, health care, and child care. The Department of Early Childhood is committed to the principles of racial equity and continues to implement new strategies to ensure that every child can learn and thrive.

**Position Description**

The Program Quality Assurance Officer will serve as the lead in performing validation and monitoring activities and is part of our diverse team dedicated to supporting the coordination, and implementation of San Francisco's quality improvement system. This position reports to the Quality Early Learning Programs Manager under the Early Learning Division and oversees the implementation of validating new and expanding programs into the Early Learning San Francisco network, including coordinating the monitoring activities for existing funded programs using DEC's quality standards and program quality improvement plans.

This position will lead efforts to coordinate monitoring systems that will be used to support continuous quality improvement, requiring strong collaboration with Data and Evaluation and Quality Support teams to identify the types of technical assistance needed by providers; ultimately strengthening our early care and education system by identifying issues that arise across multiple programs and may require a broader, systems-level change.

Finally, the Program Officer will work collaboratively with the entire program team and staff to advance an intersectional approach across our work and deliver on the goals and objectives of the department.

The positions will require some evening and weekend meetings, including travel regionally and nationally.

**Examples of important and essential functions of this position include:**

**Systems and Partnership Level**

- Conceptualize, plan, and implement validation and quality monitoring systems that balance individual program mission and vision and alignment with state and local standards.
- Work closely with the Access and Enrollment team to ensure alignment across monitoring systems and be responsible for creating a system that more effectively promotes children's health, safety, and optimal development through clarity of goals and improved leveraging of available resources.
- Maintain understanding of how policy and programming impacts San Francisco and develop strategies in response.
- Engage in professional development and continuous learning, including participating in conferences and meetings, funder networks, and other field-building/professional development opportunities that will enhance leadership development.
- Initiate and sustain collaborative partnerships and activities with staff, City departments, and other early childhood stakeholders at local, regional, state levels to promote integration with related efforts.
- Integrate and align with Child and Family Well-Being and Department of Early Childhood initiatives and efforts as needed; participate in department-wide planning, resource allocation, and organizational development.

**Grantmaking and Support**

- Negotiate terms and conditions of grant(s), including operating budgets, scopes of work, and performance metrics; support execution of final contracts in conjunction with Finance and Operations Division, ensuring that all required documents and procedures are complete.
- Monitor expenditures related to approved budgets, ensure reimbursement of authorized expenses, maintain supporting documentation of related contracts and financial/budgetary analyses to ensure grants stay within scope and cost, and work with the Finance and Operations Division on mid-year and year-end budget reconciliation.
- Oversee and manage the monitoring, compliance, and performance evaluation for grant(s); includes conducting on-site visits, supporting evaluation and data collection, tracking Key Performance Indicators/Metrics, and establishing and coordinating other methods and procedures to ensure accountability.
- Manage, support, and/or participate in funding processes, proposal review process, and proposal selection processes.
- Collect data and information and prepare a wide variety of reports, memoranda, and correspondences on initiative progress and status; recommend project or program modifications to assure initiative goal attainment, high quality implementation of services, and contract adherence.
- Provide troubleshooting, guidance, and technical support to grantee as needed.
- As needed: oversee the work of external consultants; report to senior level and executive management; supervise staff.
- Other duties as assigned.

### **Minimum Qualifications**

1. Possession of a baccalaureate degree from an accredited college or university AND three (3) years of administrative/professional experience in community development, housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR
2. Possession of a baccalaureate degree from an accredited college or university with a major in one of the following fields: public or business administration, urban planning, government, social work, education, finance or criminal justice AND two (2) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, criminal justice; OR

3. Possession of a master's degree from an accredited college or university in public policy, planning, social work, public administration, finance, education, criminal justice, or business administration; AND one (1) year of administrative/professional experience in community development, housing and /or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice; OR

4. Possession of a Juris Doctor degree from an accredited college or university AND one (1) year of administrative/professional experience in community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice.

#### SUBSTITUTION:

Verifiable administrative/professional experience involving community development, housing and/or housing development, workforce development, finance, education, social work, children/youth work, or criminal justice may substitute for the educational requirement in Minimum Qualification #1 on a year-for-year basis.

#### Desirable Qualifications

- 3–5 years of experience in a leadership role providing supervision and guidance to early care and education.
- Experience managing programs, budgeting processes, and staff in a complex environment.
- Strong familiarity with early care and education, child development systems and early care and education quality standards.
- Graduate degree in child development, education, public health, and/or public administration preferred.

#### Special Conditions

- 1) 36 months of recent and verifiable experience working in early childhood care and education policy.
- 2) Bilingual proficiency in Cantonese and Mandarin.

***Candidates will be required to pass the oral and written bilingual proficiency test to be considered for this position.***