

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: COORDINATOR

JOB TITLE: LOCAL CHILD CARE PLANNING COORDINATOR

BASIC FUNCTION:

Under direction of the Director of Children's Services or designee, coordinate the activities of the Local Child Care Planning Council (LPC) pursuant to the mandate of AB 1542 provide advocacy to promote quality early care and education in Colusa County.

REPRESENTATIVE DUTIES:

Promote quality early care and education needs of the community. *E*

Schedule meetings, prepare agendas, distribute correspondence, communication, and prepare public notice of Council meetings. *E*

Assist with the recruitment and selection of members for LPC Council according to statute membership guidelines. *E*

Collect, analyze, and update data to meet Council mandates. *E*

Assist with preparation, analysis, and development of the Community Needs Assessment and Strategic Plan. *E*

Develop By-laws, Vision, Mission, Priorities, and a comprehensive county-wide plan for child care within Colusa County and assure related requirements are met. *E*

Promote collaboration amongst child care providers, agencies, businesses, organizations and community collaborative partners to foster partnerships designed to meet local child care needs. *E*

Carry out child care staff retention initiatives that support workforce development. *E*

Manage the allocation and expenditures of Local Child Care Planning budget. *E*

Seek out funding sources and participation to assist with Council activities. *E*

Provide Council Members with orientation, trainings, and updates in order to maintain an effective Council. *E*

Provide leadership and collaboration with related community partners in planning, facilitating, and implementing special events within the community relating to the goals of the Council. *E*

Collaborate with leadership team and collaborative partners to plan and provide training in an effort to promote and maintain quality early care and education for children and families within the county. *E*

Attend and coordinate various community advisory meetings, trainings, conferences, workshops, and other meetings to represent and support the effectiveness of the Council. **E**

Serve on county/state wide committees related to the field of early childhood education. **E**

Provide reports to County Board of Supervisors and County Superintendent of Schools as needed. **E**

Manage and supervise the Council's campaigns, website, and advertisements including social media. **E**

Promote California quality rating and improvement systems grants and ensure program agreements are maintained and met. **E**

Perform related duties as assigned.

PROGRAM QUALITY ENHANCEMENT

Perform all duties under REPRESENTATIVE DUTIES for Local Child Care Planning Coordinator plus the following:

Provide support for classroom teams to enhance program quality. **E**

Support quality improvement in early learning environments with the Early Childhood Environment Rating Scales. **E**

Support Staff in navigating the Workforce Registry and provide resources directed towards enhancing their professional growth. **E**

Support the implementation of Universal Prekindergarten inclusive of a county-wide mixed delivery system for early education. **E**

Organize and coordinate the applications, grants, activities, projects, and support the function of efforts for Universal Prekindergarten collaboration. **E**

Establish and maintain collaborative partnerships and meetings to assure continuity and support.

Program Quality Enhancement duties will be approved on an annual basis as funding allows.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, techniques, principles of early child care and development

Laws and regulations affecting child care

Child Care Licensing regulations

Federal and State child care funding sources

Administrative Management practices

Early Childhood/Environment Rating Scales (ECERS)

Classroom Assessment Scoring System (CLASS)

Universal Prekindergarten Mixed Delivery System

The Brown Act

Computer hardware and software in order to perform word processing, information retrieval and maintenance of data

Principles of providing effective training and technical assistance

ABILITY TO:

Plan and organize work

Seek out community resources

Establish and maintain effective relationships with agencies, organizations, child care providers, government entities, and child care consumers

Read, interpret, apply and explain rules, regulations, policies and procedures

Maintain records and prepare reports Effectively communicate orally and in writing

Work independently with little direction

Lift and carry objects weighing up to 40 pounds

Operate computer to complete reports and maintain data

Operate a variety of office equipment to perform assigned duties

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Baccalaureate Degree or higher in Early Childhood Education or related field; or in the process of obtaining Baccalaureate Degree in Early Childhood Education or related field within one (1) year; four years' experience in Child Development Programs; previous experience in administration, project development or other leadership role.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

Office and field

PHYSICAL ABILITIES:

Hearing and speaking to exchange information on the telephone or in person; make presentations

Seeing to review, distribute and type materials

Standing and sitting for extended periods of time

Dexterity of hands and fingers to operate computer keyboard and standard office equipment

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Bending at waist, kneeling and squatting

Lifting, pushing, pulling and carrying objects weighing up to 40 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified – Unrepresented

FLSA Status: Non-exempt

Salary Schedule: 210

Approval Date: April 2023