

## **YOLO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: COORDINATOR-CHILD DEVELOPMENT**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent- Curriculum and Student Services, plan, develop, coordinate and implement the Young Fathers Grant (YFG), Child Care Planning Council (CCPC), program development to SAPID and CalSAFE Programs, and implement staff development activities in County Office student programs and with partner agencies; serve as principal staff to the CCPC; perform a variety of technical tasks related to assigned areas of responsibility.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, develop, coordinate and implement the YFG, CCPC, program development to SAPID and CalSAFE Programs, and implement staff development activities in County Office student programs and with partner agencies.

Serve as principal staff to the CCPC; plan, develop, coordinate, manage, and assist the Council in accomplishing responsibilities mandated in AB 1542.

Participate in the development of the Council's annual budget; monitor contract requirements, budget, and prepare monthly and quarterly financial reports; assist with preparation of funding proposals; prepare, implement, and evaluate categorical grants.

Identify needs of Council members for orientation and training; develop and implement appropriate training activities.

Promote collaborative efforts among parents, childcare providers, local agencies, employers, and other stakeholders to increase quantity and quality of childcare in the County Office.

Disseminate information and public education on childcare quality and existing needs and resources.

Assist in the development of monitoring and reporting of the Cal-SAFE program.

Direct and administer Project YFG conducted by the County Office of Education; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and review with appropriate management staff; implement improvements.

Serve as a liaison with other County Office divisions, departments, and outside agencies; link community support and resources to programs; coordinate activities with Assistant Superintendent, Vice Principal and site staff colleagues at local school districts; network with community groups for potential support of programs.

Coordinate professional development activities for staff and access resources needed to implement related activities.

Provide responsible staff assistance to management staff; prepare and present staff reports and other necessary correspondence; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.

Operate a computer and assigned software; operate other standard office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and participate in professional group meetings; maintain minutes of meetings; schedule and prepare agendas for meetings of the Council and its subcommittees; participate on assigned committees.

Respond to and resolve difficult and sensitive inquiries and complaints.

Provide input regarding the performance of assigned staff to appropriate administrator; participate in coordinating the work of classified and certificated staff.

**OTHER DUTIES:**

Maintain current knowledge of new trends and innovations relative to program responsibilities; interpret and apply federal, State, and local policies, procedures, laws, and regulations; assure County Office and program compliance with laws and regulations.

Maintain a positive community perception of County Office special projects; serve as Council liaison to news media.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operational characteristics, services, and activities of County Office programs and services.

Organizational and management practices applicable to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of education program development and administration.

Developmentally appropriate instructional approaches meeting the needs of infants.

Research relative to child growth and development, childcare and staff development practices relative to program responsibilities.

Applicable federal, State, and local laws, codes, and regulations in areas related child care, development, education and other assigned activities.

Oral and written communication skills.

Operation of a computer and assigned software.

Interpersonal skills including tact, patience and courtesy.

Record and report writing skills and techniques.

Public speaking techniques.

**ABILITY TO:**

Plan, develop, coordinate, and implement the YFG, CCPC, program development to SAPID and CalSAFE Programs, and implement staff development activities in County Office student programs and with partner agencies.

Operate a computer equipment and assigned office equipment.

Provide professional leadership and direction for special projects.

Assist in the preparation of the department budget.

Recommend and implement goals, objectives and practices for providing effective and efficient early childhood education programs and services.

Coordinate the assigned programs in support of goals and objectives.

Analyze problems and identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Prepare clear and concise financial reports.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality of school and student information.

Prepare, implement, and evaluate categorical grants.

Interpret and apply Federal, state, and local policies, procedures, laws, and regulations.

Assure County Office and program compliance with laws and regulations.

Communicate effectively both orally and in writing.

Plan and organize work.

Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in applied behavioral sciences or a related field and five years of teaching experience including four years experience in area of early childhood education.

**LICENSES AND OTHER REQUIREMENTS:**

Appropriate Child Care Credential.

Appropriate California Teaching Credential.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.