

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR, CHILD CARE PARTNERSHIP COUNCIL

BASIC FUNCTION:

Under the direction of the Administrator, Child, Youth & Family Services, provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the Local Child Care Planning Council (LCCPC); serve as a technical resource and liaison concerning LCCPC and related child care functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the LCCPC; monitor, evaluate and adjust Council activities in response to community child care needs; implement LCCPC programs, services, goals, objectives and initiatives in accordance with established priorities, standards and requirements.

Participate in researching, obtaining and maintaining grants and other funding sources for the LCCPC and related services; assist in assuring compliance with grant and contract specifications and requirements; initiate, develop and prepare contracts, and grant and other funding proposals; administer LCCPC contracts and grants and the disbursement of related funds.

Serve as a technical resource to Council members, child care providers, personnel, families, outside agencies and others concerning LCCPC and related child care functions; respond to inquiries and provide detailed and technical information concerning related standards, guidelines, requirements, initiatives, issues, practices, techniques, laws, codes, regulations, policies and procedures.

Prepare and maintain a variety of records, reports and files related to LCCPC, child care needs, financial activity, budgets, grants, contracts, meetings, AB1326, child development and assigned duties; assure mandated reports are submitted to appropriate administrator, funding agency or governmental organization in accordance with established time lines and requirements.

Collaborate with LCCPC members in developing and implementing a comprehensive County-wide child care plan to encourage public and private resources to assist with meeting identified child care needs; establish, develop and maintain partnerships with community resources and outside agencies to facilitate and enhance support for the LCCPC and related goals and objectives.

Serve as a liaison and coordinate LCCPC communications, services and information between Council members, staff, administrators, parents, providers, outside agencies and the community; collaborate with other early childhood programs and projects in identifying and meeting community child care needs; assure proper and timely resolution of related issues and conflicts.

January 18, 2006

San Mateo County Office of Education

Plan, schedule, coordinate and arrange Council meetings according to established time lines and requirements; prepare and develop meeting agendas; assure proper recording of meeting minutes; attend and participate in LCCPC and other child care-related meetings; present materials and information related to community child care and related needs, issues, operations and activities.

Develop and prepare the annual preliminary budgets for the LCCPC, Child Care Retention Program and related functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Develop the annual California School Age Families Education program plan and submit related documents and information to the California Department of Education as directed.

Research, assemble, compile and analyze a variety of technical data and information related to the LCCPC and related child care functions; develop, prepare and distribute related informational materials and correspondence.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Develop, implement and conduct training seminars as required; represent the LCCPC on various committees as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures involved in providing care and learning activities to preschool-age children.

Principles of child development and early childhood education.

Educational programs, services, standards, requirements and procedures related to the LCCPC and early childhood education.

Practices, procedures and techniques involved in obtaining and maintaining grants and other funding sources and the preparation and development of related proposals and contracts.

Local, State and federal standards and requirements governing the LCCPC and related programs.

Family needs and child care provider issues in local early education and child care systems.

Policies and objectives of assigned programs and activities.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children.

County and State child care subsidy delivery and education systems.

January 18, 2006

San Mateo County Office of Education

Applicable laws, codes, regulations, policies and procedures.
Budget preparation and control.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and coordinate communications, meetings, budgets, grants, reporting functions, partnerships and information in support of the LCCPC.
Participate in researching, obtaining and maintaining grants and other funding sources for the LCCPC and related services.
Serve as a technical resource and liaison concerning LCCPC and related child care functions.
Facilitate groups in planning, problem-solving and decision-making.
Work collaboratively with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds.
Monitor, evaluate and adjust Council activities in response to community child care needs.
Collaborate with others in developing and implementing a comprehensive County-wide child care plan to encourage public and private resources to assist with meeting identified child care needs.
Initiate, develop and prepare contracts, and grant and other funding proposals.
Establish, develop and maintain partnerships with community resources and outside agencies to facilitate and enhance support for the LCCPC and related goals and objectives.
Plan, schedule, coordinate and arrange Council meetings.
Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Operate a computer and assigned software.
Prepare and maintain various records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in early childhood education, public administration or related field and three years experience working in an early childhood education or closely related program including work with grant writing, budget development and public relations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.