

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
SCHOOL READINESS RESOURCE DEVELOPER I, II, III**

DEFINITION:

Under the supervision of the School Readiness Coordinator, the School Readiness Resource Developer will support and implement program objectives and act as a communication link between participating family members, community organizations, agencies, and educators.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Work closely with school personnel and community partners to identify families.
- Conduct needs assessments. Provide and coordinate resources and case management plans for children and families.
- Assist school personnel who are seeking resources for families.
- Establish and maintain positive and collaborative working relationships with families, First 5 staff, consultants, school district staff, and community partners.
- Participate in site programming to promote school's readiness for children, children's readiness for schools, and community asset mapping for families.
- Participate in activities and events; including set-up, food preparation, and clean-up.
- Collect, document, and input data utilizing a computer-based program for program evaluation.
- Develop and distribute information to families about actions, activities, and schedules for programming.
- Coordinate, partner with, and oversee volunteers and other providers for on-site programming and activities.
- Attend collaborations, trainings, and other meetings as directed.
- Participate in cross-training activities with other agencies including presenting when directed.
- Develop flyers, letters, schedules, memoranda, and other documents as needed from rough drafts or verbal instructions.
- Advocate for and refer families to other services as needed.
- Conduct home visits to families providing parent-child activities and case management.
- Transport families using program vehicles (8 passenger van) to and from events and medical and dental appointments in surrounding communities.
- Other duties as assigned.
- Drive frequently for department business.

QUALIFICATIONS:

High school education or equivalent
Valid California driver's license and evidence of insurance
Bilingual, biliterate, and bicultural (English/Spanish) desired

Knowledge of:

- Policies, procedures, methods, techniques, and strategies utilized in dealing with sensitive and confidential client, school, and community problems, issues, and concerns.
- Child development, parenting, and social services.
- Community resources, advocacy, and networking skills.
- Child Abuse reporting policies, rules, and procedures.
- Car seat safety and use in vehicles.

Ability to:

- Demonstrate initiative in developing and maintaining effective relationships with the public and school personnel.
- Work with families from diverse cultures in multiple settings.
- Effectively represent the School Readiness program and lead groups.
- Be flexible in daily schedule in order to meet client needs.
- Work independently and as a member of a team to implement program objectives.
- Communicate effectively.
- Operate standard office machines, equipment, computer, and necessary software applications.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE

- Working knowledge of child development, parenting, and social services.
- Experience providing direct client service in a school or community environment
- Understanding of and experience working with clients from diverse backgrounds.

EDUCATION

Level I Minimum Educational Requirements:

High School diploma or equivalent.

Level II Minimum Educational Requirements:

High School diploma or equivalent.

12 ECE* units

Level III Minimum Educational Requirements:

High School diploma or equivalent.

A.A. degree (with 24 ECE* units) or Child Development Preschool Teacher permit.

**Early Childhood Education units based on Child Development Permit Matrix (Attached)*

PHYSICAL DEMANDS:

- Ability to lift and assist infants and toddlers in program activities, including getting in and out of vehicles.
- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.