



## **TEHAMA COUNTY DEPARTMENT OF EDUCATION**

### **JOB DESCRIPTION**

### **COORDINATOR – ECE**

#### DEFINITION:

Under supervision, this position is responsible for the collaboration with all Early Childhood Programs throughout Tehama County to enhance and/or expand early childhood programs and services. Also, this position is responsible for the Local Child Care Planning Council (LCCPC) and Family Childcare and Education Network (FCCEN).

#### 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, which may be found in positions within this classification.

- Promote collaboration amongst child care providers, agencies, businesses, organizations, and community collaborative partners to foster partnerships designed to meet local child care needs.
- Survey and collaborate with the early childhood community and county agencies to plan, schedule, and support professional development annual. Manage the allocation and expenditures of program budgets.
- Submit timely preparation and submission of documents and reports, exchange program information and activities with department and program staff.
- Maintain confidentiality related to project program and agency service.
- Attend meetings and functions to network and stay informed regarding family childcare events and functions.

#### LCCPC:

- Facilitate and implement activities of the LCCPC and ensure that activities fall within the mandates of the LCCPC Legislation.
- Effectively advocate for the region on early childhood legislative matters as per the goals and objective set forth in the Councils Strategic Plan.
- Define the role of the Council, responsibilities of the members, recruitment, and timelines for developing a childcare plan.
- Design, supervise data gathering, and coordinate development of countywide childcare development needs assessment.
- Arrange for distribution to pertinent groups. QRIS participation as County Lead – responsible for collecting and disseminating Regional Consortium communications.
- Schedule meetings, prepare agendas, and distribute correspondence.
- Provide information on Council and childcare activities to the all-city and county departments including the media, prepare press released and promote positive public awareness of childcare issues.

#### FCCEN:

- Monitor family childcare providers for Title 5 and Title 22 regulations on a regularly scheduled basis, provide technical assistance to family childcare providers, including: delivering orientations and training, providing resource and referral information, assisting with the Child Development Permit process and application, and providing guidance and support to meet program requirements including Desired Results Developmental Profile (DRDP-2015) and Family Childcare Environmental Rating Scale (FCCERS).
- Recruit and enroll families and childcare providers into the program.
- In collaboration with the Program Director, create, implement and update forms, procedures and record-keeping systems pertaining to participant enrollment, recertification and provider



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reimbursements.

- Collaborate with providers to complete a DRDP-2015 within 60 calendar days of enrollment and complete a DRDP, portfolio and Child's Developmental Progress Report every 6 months train, monitor and support providers to ensure completion of Child progress form and parent conferences regarding the Child's Progress every 6 months.
- Maintain and update program records and file accuracy using the database software. Including enrolling and recertifying families. Perform other duties as assigned.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described;

- Experience in an early childhood environment.
- AA Degree or equivalent in Early Childhood Education (ECE) or related field.
- Program management of a childcare program including Title 22 and Title 5 regulations is preferred.
- Valid Child Development Permit Associate Teacher or higher level.
- Bilingual preferred.
- Valid California driver's License and evidence of insurance.

KNOWLEDGE OF:

- Effective communication and interpersonal skills.
- Available community resources. Early childhood developmental stages and developmentally appropriate practice including social-emotional (trauma informed practice), language and literacy, cognitive, and physical development.
- Brown Act rules and regulations.
- Modern office practices, procedures, and equipment. English usage, spelling, and punctuation.
- Computer applications and software, including word processing, database, and desktop publishing programs.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Develop relationships and maintain open communication with Program Director, office staff, Family Childcare Providers, LCCPC members, families and community resource staff.
- Speak, read, and write appropriate English.
- Understand and carry out oral and written directions with minimal supervision.
- Establish and maintain cooperative working relationships.
- Prioritize tasks and handle multiple responsibilities.
- Effectively strong organizational skills.
- Drive frequently for department business using own transportation.

PHYSICAL DEMANDS:

Reasonable accommodation 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.



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**HRS Office Use Only**

Created: March 15, 2016

Revised: November 8, 2024

**APPROVED**

Print Name: Noelle DeBortoli

Title: Director, Human Resource Services

Signature: Noelle DeBortoli