

Official: 

Effective: 07/22/19



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION LCCPC PROJECT COORDINATOR

### DEFINITION:

Under the general supervision of the Program Director, 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. This position is also responsible for the Local Child Care Planning Council (LCCPC) activities.

### ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

Although the job tasks may vary due to specific requirements from one program to another, the duties and responsibilities listed below are descriptive of the typical tasks performed.

- Facilitate and implement activities of the LCCPC and ensure that activities fall within the mandates of the LCCPC Legislation.
- Prepare and submit all required reports.
- Maintain program budget.
- Publicize the meeting date, time, and location for any interested in attending (following the guidelines identified in the Brown Act).
- Prepare an agenda, in collaboration with the chairperson, for all meetings.
- Define the role of the Council, responsibilities of the members and timelines for developing a childcare plan.
- Assist the Council members in achieving goal and objectives as set forth in the Council Strategic Plan.
- Provide information on Council and childcare activities to the media, prepare press released and promote positive public awareness of childcare issues.
- Oversee development and implementation of LCCPC/QRIS sponsored child development workshops and seminars.
- Participate in community groups and program that seek to implement and strengthen school linked child/family services.
- Attend local, state, and/or federal sponsored meetings, workshops, conferences relative to supporting the ongoing activities and effectiveness of the Council.
- Coordinate and organize collaborative efforts to increase the supply of quality childcare and education.
- Provide information and assistance to all city and county departments in regard to childcare issues.
- Design, supervise data gathering, and coordinate development of countywide childcare development needs assessment; arrange for distribution to pertinent groups.
- Compile and maintain all supporting data for mandated match.
- QRIS participation as County Lead – responsible for collecting and disseminating Regional Consortium communications.
- Survey and collaborate with the early childhood community to plan, schedule and support, at a minimum, 21 hours of professional development per year.
- Other duties as assigned.


### 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:

- Bachelor's Degree in Early Childhood or related program.
- Three years' progressive experience in an early childhood environment.
- Program management of an early childhood program or related field is desirable.
- Experience in participating in meetings that follow the Brown Act requirements.
- Valid California driver's license and evidence of insurance.



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KNOWLEDGE OF:

- Effective communication and interpersonal skills.
- Available community resources.
- Modern office practices, procedures, and equipment.
- English usage, spelling, and punctuation.
- Brown Act rules and regulations.
- Telephone techniques.
- Bookkeeping and record keeping principles and procedures.
- Computer applications and software, including word processing, database, and desktop publishing programs.

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively both orally and in writing.
- Develop relationships and maintain open communication with Program Director, office staff, LCCPC panel members and families and community resource staff.
- Effectively advocate for the region on early childhood legislative matters the Council deems important.
- Speak, read, and write appropriate English.
- Speak, read, and write in Spanish preferred.
- 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.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move or maneuver safely around objects and furniture. This type of work will involve sitting, walking, and standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and equipment that are important to the aspects of this job.

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.

**HRS Office Use Only**

Created: July 29, 2016 Revised: July 22, 2019

**APPROVED**

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: 

Date: July 22, 2019