



## TEHAMA COUNTY DEPARTMENT OF EDUCATION

### JOB DESCRIPTION

### FAMILY CHILDCARE COORDINATOR

#### DEFINITION:

Under supervision of the Program Director of Early Childhood Education, this position provides technical assistance, training, and support to the childcare providers and families enrolled in the Family Childcare and Education Network (FCCEN).

#### ESSENTIAL FUNCTIONS AND JOB DUTIES:

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.

- 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).
- Maintain and update program records and file accuracy using the database software; including enrolling and recertifying families.
- Submit timely preparation and submission of documents and reports.
- 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 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.
- Exchange program information and activities with department and program staff.
- Maintain positive supportive contact with families and family childcare providers.
- Maintain confidentiality related to project program and agency service.
- Attend meetings and functions to network and stay informed regarding family childcare events and functions.
- Collaborate with county agencies as appropriate to support family childcare providers.
- Perform other duties as assigned.
- Drive frequently for department business.

#### 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:

- Three years' 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 California driver's License and evidence of insurance.
- Ability to read, write and speak in Spanish proffered.

#### KNOWLEDGE OF:

- Effective communication and interpersonal skills.
- Available community resources.



Tehama County Department of Education  
Job Description  
Family Childcare Coordinator

Official:   
Effective: 07/22/19

- Early childhood developmental stages and developmentally appropriate practice including social-emotional (trauma informed practice), language and literacy, cognitive, and physical development.
- Modern office practices, procedures, and equipment.
- English usage, spelling, and punctuation.
- 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, Family Childcare Providers, 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.

PHYSICAL DEMANDS:

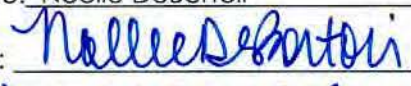
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- 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.

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Created: <u>March 15, 2016</u>	Revised: <u>July 22, 2019</u>
<b>APPROVED</b>	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u></u>	
Date: <u>July 22, 2019</u>	