

SANTA CRUZ COUNTY OFFICE OF EDUCATION
PROGRAM COORDINATOR, CHILD DEVELOPMENT

DEFINITION

Under direction, to plan, organize, direct, and coordinate the child care programs for the County Office of Education; and to serve as liaison with community agencies, media, and elected officials.

SUPERVISION EXERCISED

May exercise direct supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership for County Office of Education child care programs.

Implement services in accordance with terms and conditions of sponsors and the County Office.

Develop all policies and procedures relating to child development programs and activities.

Supervise child development budgets and contracts.

Maintain liaison with related community agencies, media, and elected officials.

Train, supervise, and evaluate employees.

Coordinate and oversee child development programs and related task forces.

Write and submit grants related to child development programs.

Coordinate with other managers of the Educational Services Division to increase division effectiveness.

Convene and facilitate various meetings related to child development programs.

Represent the County Office at child development meetings and on County Children's Commission.

Coordinate efforts to increase awareness of program objectives.

Coordinate training, develop brochures, and disseminate publicity through all forms of the media; develop press releases and brochures for Educational Services Division programs, projects, and events.

Attend Board and management meetings as required.

Make presentations to schools and community groups.

Assess needs of community served.

Develop, edit, designate, and publish the County Office newsletter three times per year.

OTHER JOB RELATED DUTIES

Coordinate annual teacher recognition event.

Maintain Professional Development Collection for the County Office's Educators' Resource Center.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative practices, techniques, and principles.

Child care program administration.

Recent practices, techniques, and principles of child care program development.

Grants and funding concepts and sources.

Pertinent federal, state, and local laws, codes, and regulations.

Principles of budgeting and contract administration.

Modern office practices, methods, and computer equipment.

Principles of supervision, training, and performance evaluation.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Safe driving principles and practices.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Assess and analyze the child care needs of the county.

Conduct research and write grants.

Research, compile, and collect data and information and prepare clear and concise reports.

Develop, implement, and administer child care programs.

Prepare and maintain accurate and complete records.

Skill and Ability to (Continued):

Select, supervise, train, and evaluate assigned staff.

Implement programs, projects, and events.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in child development or a related field.

Experience:

Four years of experience in administration of state funded child development programs including supervisory and grant writing experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Essential duties require the follow physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: January, 1994.