

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **CHILD CARE CENTER ACCREDITATION FACILITATOR**

#### **DEFINITION**

Under general direction, to facilitate the National Association for the Education of Young Children (NAEYC) Accreditation of child care and development centers in Santa Cruz County.

#### **SUPERVISION EXERCISED**

Exercise no oversight over County Office staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Facilitate monthly meetings of the director's support group for thirteen child care centers engaged in the NAEYC Accreditation process.

Assist center directors, staff, parents, and board members in identifying training needs; develop a staff development action plan for each center.

Provide on-site consultation to staff on NAEYC Self-Study issues including interaction among staff and children, curriculum, staff-parent interactions, physical environment, health and safety, and nutrition and food service.

Design and implement staff development activities for individual centers or a combination of centers with similar needs.

Provide follow-up consultations on staff development activities with each center.

Consult with center directors on individual administrative issues including staff qualifications and development, program administration, staffing, physical environment, and evaluation.

Conduct focus groups of participating child care center parents and board members to determine strategies for involvement in the accreditation process and as an evaluative tool; develop parent/board education activities.

Consult with directors of NAEYC Accredited programs, NAEYC Accreditation mentors, and National Academy on behalf of project participants.

Collaborate with Child Development Resource Center (CDRC) staff to conduct staff development activities.

Develop an accreditation resource bank of materials and mentors to assist non-participating centers through the accreditation process.

Conduct project evaluation processes.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of program planning, implementation, and evaluation.

Current principles, practices, and techniques related to child care issues and staff development.

Current facilitation practices and techniques.

Developmentally appropriate practices.

NAEYC Accreditation.

Anti-bias curriculum.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

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

Safe driving principles and practices.

**Skill and Ability to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Facilitate groups.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations.

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 early childhood education, child development, or a related field.

**Experience:**

Two years of experience teaching in a child care and development program and one year of experience directing a child care and development program with an emphasis in a preschool age program.

**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 following 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:** June, 1994.