

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
CHILD CARE AND REFERRAL TECHNICIAN

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of duties related to Child Childhood Education (ECE) services and programs such as recordkeeping and general office activities; assist in monitoring program activities; provide information, training and technical assistance to parents, teachers, and child care providers.

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.

- Perform a variety of duties related to ECE Department services and programs such as recordkeeping and general office activities.
- Maintain confidentiality of sensitive and privileged information.
- Provide information, training and technical assistance to parents, child care providers, potential clients and others; participate in the training of staff, parents and providers regarding child care.
- Schedule and coordinate enrollment of students and providers and maintain a variety of related records and files.
- Input data into assigned computerized database.
- Assure program related paperwork and forms involving parents and providers are completed sufficiently to determine eligibility for assigned program enrollment and ongoing eligibility; maintain confidentiality of family and provider income and eligibility records.
- Assemble, check, proofread, and review a variety of data for the completion of governmental reports; participate in formulating new policies and procedures related to specific programs and based on State and Federal regulatory materials.
- Perform a variety of tasks related to the coordination of client and provider services and prioritize work assignments; make home site in-service and monitoring visits as required by the position.
- Operate a variety of office equipment including a computer and assigned software.
- Enroll parents and families in appropriate ECE services provided by the County Office; may serve as a resource in educating parents in choosing the appropriate child care provider to meet the specific needs of each family.
- Drive frequently for department business.
- Coordinate and conduct site visits as assigned.
- Substitute in all capacities for State Preschool classroom programs as needed.
- Perform other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

- Equivalent to the completion of the twelfth grade
- Hold valid Child Development and Site Supervisor permit
- Valid California driver's license and evidence of insurance
- Three years secretarial experience

KNOWLEDGE OF and ABILITY TO:

- Understand and implement policies and objectives of assigned program and activities
- Apply procedures and regulations for State and Federal funded programs
- Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of a supervisor
- Implement interpersonal skills using tact, patience, and courtesy
- Establish and maintain cooperative and effective working relationships and effectively communicate with others in a manner reflecting positively on the Department
- Work independently with little direction

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 10 to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects; may occasionally lift and stack heavy objects not to exceed 25 lbs. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- 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 objects are important 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.