

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
FAMILY CHILD CARE COORDINATOR

DEFINITION:

Under supervision of the Executive Director of Early Childhood Education, the Family Child Care Coordinator will work directly with Family Child Care Providers by providing technical assistance, training, and support. The Family Child Care Coordinator will also use regulations to recruit and enroll families as well as maintain files and program databases.

EXAMPLES OF DUTIES:

Although the job tasks may vary due to specific requirements from one program to another, duties and responsibilities listed below are not intended to be all-inclusive, but are descriptive of the typical tasks performed.

- Monitor family child care providers for Title 5 and Title 22 regulations on a regularly scheduled basis.
- Provide technical assistance to family child care providers, including: delivering orientations and training, providing phone resource referral information, assisting with the Child Development Permit process and application, provide guidance and support to meet program requirements including DRDP and 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.
- 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 within 60 calendar days of enrollment and complete a DRDP, portfolio and Child's Developmental Progress Report every 6 months.
- Assist Providers with parent conferences about the Child's Progress every 6 months.
- Perform other duties as assigned.
- Drive frequently for department business.

RELATIONSHIPS:

- Maintain open communication with Executive Director, FCCHEN staff, Family Child Care Providers, Family Child Care families and other appropriate agency staff.
- Exchange program information and activities with department and program staff.
- Maintain supportive contact with families and family child care providers.
- Maintain confidentiality related to project program and agency service.

QUALIFICATIONS and REQUIREMENTS :

Valid California driver's License and evidence of insurance.

Knowledge of:

Communication skills; interpersonal skills; community resources; modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation; telephone techniques; bookkeeping and record keeping principles and procedures; computer applications and software, including word processing, database, and desktop publishing programs.

Skill and Ability to:

Communicate effectively both orally and in writing; speak, read, and write appropriate English; understand and carry out oral and written directions with minimal supervision.

Typing and computer skills at a level necessary for expected job performance.

Establish and maintain cooperative working relationships.

Prioritize tasks and handle multiple responsibilities effectively--strong organizational skills

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:

Experience:

- Three years' experience in an early childhood environment.
- Program management of a child care program including Title 22 and Title 5 regulations.
- Broad knowledge of child development and issues related to the field of ECE.

Education:

- AA Degree or equivalent in Early Childhood Education (ECE) or related field preferred.

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.

Revised: July 2015