

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
LCCPC COORDINATOR
LOCAL CHILD CARE PLANNING COUNCIL

PRIMARY FUNCTION:

Collaborate with all Early Childhood Programs throughout Tehama County to enhance and/or expand early childhood programs and services.

EXAMPLES OF DUTIES:

- Facilitate and implement activities of the Local Child Care Planning Council. Insure that activities fall within the mandates of the LCCPC Legislation.
- Provide overall coordination and supervision of project staff.
- Prepare and submit all required reports.
- Maintain program budget.
- Publicize the meeting date, time, and location for any interested in attending (following the guidelines identified in the Brown Act).
- Prepare an agenda, in collaboration with the chairperson, for all meetings.
- Define the role of the Council, responsibilities of the members and timelines for developing a childcare plan.
- Assist the Council members in achieving goal and objectives as set forth in the Council Strategic Plan.
- Provide information on Council and childcare activities to the media, prepare press released and promote positive public awareness of childcare issues.
- Oversee development and implementation of LCCPC/QRIS sponsored child development workshops and seminars.
- Participate in community groups and program that seek to implement and strengthen school linked child/family services.
- Attend local, state, and/or federal sponsored meetings, workshops, conferences relative to supporting the ongoing activities and effectiveness of the Council.
- Coordinate and organize collaborative efforts to increase the supply of quality childcare and education (For example: brochures, pamphlets, funding, grant information, etc.).
- Provide information and assistance to all city and county department in regard to childcare issues.
- Design, supervise data gathering, and coordinate development of countywide childcare development needs assessment; arrange for distribution to pertinent groups.
- Compile and maintain all supporting data for mandated match.
- QRIS participation as County Lead – responsible for collecting and disseminating Regional Consortium communications.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.

Ability to:

Understand and follow oral and written directions; type at a level necessary for expected job performance; work with minimal supervision; willingness to travel when necessary.

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:

Experience in children services and/or community involvement desirable.

Education:

BA or equivalent in education or related area.

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 frequently to lift, carry, push, pull, or otherwise move objects. 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 vision, 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.