



Child Care Coordinating Council of San Mateo County, Inc.

JOB DESCRIPTION

Title: Bilingual Early Childhood Education (ECE) Specialist (English/Spanish)
Reports To: Program Manager
Program: Community Programs
Classification: Non-Exempt
Hours: 40 hrs/week, flexible hours depending on training schedule (evening and weekend hours required)

PRINCIPAL RESPONSIBILITIES:

Under the direction of the Program Manager, the Early Childhood Education Specialist will provide resource, referral, and education to parents, early child care providers, and public to increase knowledge and enhance quality in child care settings.

PRIMARY DUTIES:

Contribute to the success of 4Cs workforce development projects: Provide career counseling to individuals interested in obtaining or renewing child development permits. Support providers interested in opening new centers or homes, or expand existing facilities; including assistance with application and pre-licensing visit. Coach newly licensed child care providers with marketing, start-up assistance, setting up the environment and other technical assistance. Attend Community Care Licensing Orientations and participate in community meetings and events relevant to the provider community. Represent 4Cs at Family Child Care Association meetings and other external meetings as assigned.

Parent/Provider Education: Develop curriculum and implement parent and provider educational workshops in a wide range of Early Childhood Education topics in English and/or Spanish. Coordinate and host parent and provider training workshops in a wide range of Early Childhood Education topics. Coordinate workshops offered in partnership with community partners. Act as a resource person to child care centers and family child care providers in the areas of curriculum development, quality rating assessments, staff development, data collection and parent education. Submit articles monthly for the 4Cs e-Newsletter.

Outreach: Answerable to external request of presentations about 4Cs services to community partners; attend community outreach events. Create outreach materials and submit newsletter articles on Early Childhood Education topics for 4Cs e-newsletters.

Responsible for data collection/tracking and reporting: Ensure compliance with all data collection and reporting requirements. Maintain and administer participant database for tracking services. Complete program reports as directed.

Overall: Maintain thorough and accurate records, files, correspondence and statistics in both written form and via data entry in computer databases to fully document services; Take initiative to continually expand and improve understanding and keep current on all program requirements; Propose solutions to problems and discuss with supervisor to implement changes as directed; Follow the 4Cs employment handbook. Foster collaborative efforts within Community Programs division and enthusiastically carry out overall agency goals and mission.

Other miscellaneous duties as assigned

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RELATIONSHIPS:

- Share information, collaborate and coordinate activities with appropriate 4Cs staff
- Develop and maintain supportive contact with target populations and community organizations
- Maintain confidentiality related to 4Cs services and internal operations

NUMBER OF EMPLOYEES SUPERVISED:

Directly: 0 Indirectly: 0

MINIMUM QUALIFICATIONS:

- BA degree or equivalent in Child Development, Early Childhood Education, or other related degree.
- Bilingual in English/Spanish
- 3-5 years of experience in a related social service, child development, or customer service related field
- Knowledge of Environmental Rating Scale assessments
- Effective oral and written communication skills
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Strong organizational skills: ability to prioritize tasks and handle multiple responsibilities
- Demonstrated ability to manage own workload and prioritize multiple tasks

SPECIAL QUALIFICATIONS:

- Child development programs and licensing requirements both private and state funded; principles, theories, practices, methods and techniques used in early childhood classroom instruction; Infant Toddler Foundations, Preschool Learning Foundations, Curriculum Frameworks, and the Desired Results System; Environmental Rating Scale Assessments
- Knowledge of state licensing regulations for family child care and center based programs.
- React with flexibility and sensitivity to changing situations and needs
- Adult training experience

SOME OF THE ESSENTIAL PHYSICAL REQUIREMENTS:

- Typing on a computer and mouse
- Walking, bending, at ECE Sites
- Talking on the phone
- Filing
- Lifting boxes up to 20 pounds

DELIVERABLES:

- Provide coaching and technical assistance to new and existing child care providers
- Start-up ECE career counseling services; including the development of outreach materials to educate community
- Maximize provider participation on 4Cs workforce program (Child Care Initiative Project)
- Assist with regular reporting to funders
- Excellent customer service when delivering services

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TO APPLY: Please submit a cover letter and resume to:

Child Care Coordinating Council (4Cs) of San Mateo County
Attn: Jessica Avendano
Sobrato Center for Non Profits-Redwood Shores
330 Twin Dolphin Drive, Suite 119
Redwood City, CA 94065-1455

Or via email:
javendano@sanmateo4Cs.org

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