



Child Care Coordinating Council, Inc of San Mateo County

JOB DESCRIPTION

Title: Early Childhood Education Specialist I—Bilingual (English-Spanish)
Reports to: Program Manager
Department: Community Programs
Classification: Non-Exempt
Hours: 40 hrs./week; Mon-Fri 8:30am-5pm; with some evening and weekend shifts, as needed

Position Summary: In accordance with the mission and goals of Child Care Coordinating Council (4Cs) of San Mateo County, the Early Childhood Education Specialist I works in collaboration with the 4Cs and San Mateo County Office of Education (SMCOE) team to advance the Quality Counts Program in San Mateo County (QCSM). This role is ideal for an individual who is proactive, process-driven, detail-oriented and values effective communication and team building. Responsibilities include providing support to early childcare providers to enhance their knowledge and improve quality in childcare settings, as well as cultivating professional networks with child care provider associations and community partnerships.

PRIMARY DUTIES:

Provider Services:

- Lead recruitment efforts for established, newly licensed and license exempt child care providers (home and center-based) for the Quality Counts San Mateo (QCSM) program.
- Coach new and established licensed child care providers to meet Quality Continuum Framework elements; including marketing, business administration, curriculum support, setting up the environment and other technical assistance, remotely or in-person per contract goals.
- Coordinate, plan and facilitate peer learning community meetings (PLCs), QCSM Ambassador Pilot Program and Directors' Support Network, remotely or in-person per contract goals.
- Attend quarterly QCSM Quality Improvement meetings and participate in community meetings and events relevant to the provider community.
- Represent 4Cs at CA Department of Social Services (CDSS) Community Care Licensing, Child Care Partnership Council meetings and other external meetings as assigned.
- Utilize networks and assess community of child care providers to implement provider educational workshops covering a wide range of Early Childhood Education topics to meet professional education needs.
- Coordinate and align QCSM program goals with Child Care Initiative Project (CCIP) and Early Quality + Inclusion Partnership (EQ+IP) service options and supports through ongoing collaboration.
- Acquire and maintain required certifications for coaching activities (i.e., CLASS, CLASS 2.0, Teaching Pyramid, ERS, DRDP, etc.).
- Collaborate with external partners to support family child care providers in their work (i.e., Family Child Care Organization, Help Me Grow, Star Vista, community colleges, etc.).
- Stay updated on CDSS Community Care Licensing requirements and offer technical assistance to providers.
- Monitor program participation, maintain accurate attendance records, and track participant milestones.



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Outreach:

- Develop, adapt, and update materials and handouts to educate community on ECE quality improvement initiatives.
- Connect providers with continued education opportunities, grants and other resources.
- Represent 4Cs of San Mateo County at outreach events.
- Collaborate with 4Cs' Inclusion Specialist to promote inclusive environments and trauma-informed care.

Information management and data integrity:

- Maintain comprehensive and accurate records, files, correspondence, and statistics through both written documentation and computer database entry to thoroughly document services.
- Provide database management support and assist with reporting for contracted services. Monitor program budget related to participant incentives/disbursements and manage program material orders and inventory.
- Perform any other miscellaneous duties as assigned.

RELATIONSHIPS:

- Cultivate and sustain a professional and friendly rapport with clients and visitors. Exercise good judgment and discretion when discussing case particulars or resolving problems. Foster professional and transparent communication with management and other 4Cs staff members.
- Maintain high level of constructive engagement with countywide leadership groups and other advisory committees, target populations and other community groups.
- Collaborate as part of a team to assure all functions are covered or completed on a daily basis.
- Share information, collaborate and coordinate activities with 4Cs and SMCOE QCSM staff.
- Represent 4Cs in the community and at events relevant to the parent and provider community.
- Uphold confidentiality related to 4Cs services and internal operations.

MINIMUM QUALIFICATIONS:

- BA degree or equivalent in Child Development, Early Childhood Education, Social Services, or other field that specifically relates to the position.
- 3-5 years of experience in a social service, child development and early childhood education related position or classroom.
- Effective oral and written communication skills.
- Knowledge of child care and development delivery systems.
- Must be available to work a flexible schedule, which may include day/evening hours in-office or remote Monday through Friday, and some weekends and holidays.
- High level of proficiency with Zoom and MS programs such as Word, Excel, Outlook, PowerPoint, and Canva.
- Excellent organizational skills and attention to detail.
- Ability to manage workload, meet deadlines, and prioritize multiple tasks independently.
- Demonstrated ability to work with a diverse population.
- **Bilingual Spanish written and oral skills required.**

SPECIAL QUALIFICATIONS:

- Knowledge of state licensing regulations for family child care and center-based programs; principles, theories, practices, methods, and techniques used in early childhood classroom instruction; Infant Toddler Foundations, Preschool Learning Foundations, Curriculum Frameworks, the Desired Results System, CLASS, Environmental Rating Scale Assessments.

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- Training experience with adult learners required.
- Familiarity with Quality Counts California and Early Learning and Care preferred.

Salary and benefits: Pay rate is \$30.00 per hour; non-negotiable. This position is benefits eligible. Please note that only candidates who are being actively considered will be contacted. This position will be open until filled.

To Apply: Send resume and a cover letter to greyes@sanmateo4cs.org