
BRIEF DESCRIPTION OF POSITION

Under the direction of an assigned supervisor, coordinate school based programs serving teen parents, their children and their families; network with school staff and administrators at local districts and Oxnard Union High School District (OUHSD) sites to facilitate student progress toward graduation with employment and parenting skills; supervise Child Development staff and infant/toddler programs at one or more sites to promote healthy development and school readiness; network with families and community agencies to address health and educational issues of teen parents and their children; collect and maintain accurate data and records; prepare and maintain budgets and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with school staff and administrators to identify pregnant/parenting students (males and females); develop a service plan to address student needs related to academic and career goals, health issues, and prenatal/parenting skills education.
2. Coordinate classes and support groups to facilitate academic success, career awareness and preparation, and pregnancy/parenting education; work with staff and community agencies to identify and refer students needing specialized services (i.e., medical care, housing assistance, drug/alcohol/child abuse issues, etc.).
3. Develop and implement curriculum on topics related to pregnancy and childbirth preparation, parenting skills education, self-sufficiency skills and career exploration/employability; coordinate guest speaker presentations and student field trips to support and enhance classroom curriculum.
4. Network with local school districts and community agencies to increase public awareness about the Cal-SAFE Program and to facilitate access by the families of students who might benefit from participation in the program.
5. Supervise the on-site child development center/s for the children of teen parents; insure compliance with state, local, and OUHSD regulations; select materials and maintain supplies and inventory necessary for the operation of the infant/toddler program; maintain records related to program participants, and inventory.
6. Direct and assist child development staff in the selection and implementation of curriculum to promote healthy development in infants/toddlers (physical, intellectual, social/emotional); serve as a professional resource for child development staff; assist staff to upgrade skills by providing opportunities to network, participate in in-service trainings, and attend continuing education programs.
7. Oversee nutrition program for children and pregnant or breastfeeding teens; plan menus and provide foods or work with contracted agency to provide developmentally appropriate foods and snacks for infants/toddlers; provide foods or work with contracted agency to provide nutritionally balanced snacks for pregnant and breast-feeding teens.
8. Maintain routine health records for infants/toddlers; provide referrals to community resources that address health needs of pregnant and parenting teens and their children.
9. Coordinate quarterly developmental profiles for infants/toddlers and assist child development staff in identifying individual learning goals; monitor progress and provide feedback to parents; provide referrals to community resources that address the developmental needs of infants and toddlers.
10. Develop and maintain separate budgets for Cal-SAFE teen program and Cal-SAFE child development program; monitor expenditures to ensure fiscal solvency; prepare attendance reports and fiscal reports as required by OUHSD and the CDE.

11. Chair annual Teen Parent County Service Coordination Committee for OUHSD; prepare annual, required Cal-SAFE County Service Coordination Plan (CSCP) and submit plan to Sacramento.
12. Work with representatives from OUHSD and local school districts to coordinate and provide contracted teen parent services which include parenting education for pregnant and parenting teens enrolled in their local district's educational programs and on-site child care/child development for the children of the teen parents.
13. Identify and access alternative funding sources which support the goals of OUHSD and the Cal-SAFE Program such as grants and stipends, as a means to expand and enhance opportunities for teen parents, their children, and program staff.
14. Represent OUHSD on local and statewide committees and task forces that deal with issues related to teen pregnancy prevention, teen parents and infant/toddler care; as directed, provide feedback and in-service training for OUHSD staff on these topics.
15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Laws and regulations regarding pregnant and parenting students in California public school setting.
- Stages of human development, including prenatal and child development.
- Curriculum design for teens and infants/toddlers.
- State regulations and best practices for the daily operation of a child development center.
- Record keeping techniques.
- Budget development and management skills.
- Research methods; report and grant writing.
- Oral and written communication skills for a variety of audiences.
- Interpersonal skills reflecting patience, tact, and courtesy.

Ability to:

- Guide and direct teens in individual and group settings.
- Coordinate and implement curriculum for pregnant/parenting teens.
- Monitor and evaluate student progress.
- Provide information and direction in a positive and supportive manner;
- Coordinate infant/toddler curriculum.
- Integrate current research findings into program practices and curriculum.
- Guide and direct staff and volunteers.
- Establish and maintain cooperative and effective working relationships.
- Maintain records and prepare reports.
- Develop and monitor budgets, prepare reports.
- Work independently with little direction.
- Meet schedules and timelines.
- Coordinate and chair interagency meetings.
- Assist in child care tasks as needed: bend and lift infants/toddlers, pick up toys perform routine cleaning and sanitizing tasks, prioritize the needs of crying and upset infants/toddlers and respond appropriately, assist with toileting/diapering/feeding and other general child care duties.

REQUIREMENTS

WORK YEAR: 11 Months

EDUCATION: Any combination equivalent to:

1. Bachelor's degree and teacher certification, with 15 units child development/early childhood education, and 12 months experience in teen parent program setting

OR

2. Bachelor's degree and Child Development Program Director Permit,

with 12 months experience in teen parent program setting within the past three years.

SALARY:

Classified Management Salary Schedule

BENEFITS:

Medical (employee contribution), 100% dental, vision and life insurance

WORKING CONDITIONS

ENVIRONMENT:

Multiple sites throughout Ventura County; high school classroom and self-contained infant/toddler care setting (indoor and outdoor play areas, food preparation and eating areas, sleep space and diaper/toilet room).

PHYSICAL ABILITIES:

Motor skills to drive to various sites; lift and carry children and objects weighing up to 40 pounds, stand for extended periods of time; bend at the waist, kneel, crawl, and sit on the floor; assist with diapering, toileting, dressing and feeding infants/toddlers; operate office equipment such as computer and telephone; vision to supervise teens and infants/toddlers in indoor and outdoor activities; hearing and speaking abilities to communicate with infants/toddlers, teens, staff, and others.

HAZARDS:

Childcare setting: stressful environment caused by crying children who cannot express their needs; cleaning products/chemicals used for routine clean up and disinfecting; possible spills on floor due to toddler feeding and art/play activities. Teen setting: potentially abusive and volatile teens in a continuation school type setting.