

Sonoma County Office of Education – Job Description

Classified Management

PROJECT COORDINATOR, CHILD CARE PLANNING COUNCIL (CCPC) OF SONOMA COUNTY

Definition:

To plan, organize, and administer the programs and activities of the Child Care Planning Council (CCPC) of Sonoma County in meeting the mandates set forth in the Education Code; to develop and administer program budget(s); and to perform other duties as required.

Distinguishing Characteristics:

Responsibilities include planning, organizing, and directing daily activities of the CCPC; coordinating and implementing activities of the CCPC, which may include program operations, determination of timelines, meeting agendas and minutes, attendance records, etc; coordinating special meetings, retreats, workshops, including notices, support materials, and meeting arrangements; and preparing and filing reports as required by the state and federal government.

Supervision Exercised and Received:

General direction is provided by the Executive Committee of the CCPC; supervision is provided by the County Office of Education Deputy Superintendent of Instructional Services or designee.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Plans, organizes, and directs the daily activities of the CCPC.
- Assists with the development of the agenda and participates in Council meetings, including Executive Committee and Council subcommittee meetings.
- Coordinate and implement activities of CCPC, which may include program operations, determination of timelines, meeting agendas and minutes, attendance records, etc.
- Coordinate special meetings, retreats, workshops, including notices, support materials, and meeting arrangements.
- Prepare and file reports as required by the state and federal government.
- Coordinate marketing efforts to promote and publicize CCPC and its activities.
- Serve as a liaison between California Department of Education (CDE) Early Education and Support Division (EESD) and CCPC; between EESD contractors and CCPC; between community agencies and CCPC; CCPC and SCOE.
- Represent CCPC at local and statewide meetings and functions; makes presentations to community on the programs and services of the CCPC; and attends meetings and conferences as directed.
- Research, collect, compile, and update information required for reports required of CCPC including Needs Assessment, county-wide comprehensive child care plan, and the identification of geographical zip code priorities for EESD funds.

- Establish and maintain clear communication and cooperative working relationships with Council members, staff, community agencies, school districts, regional and state administrators, child care community, and the public.
- Assist in the development and maintenance of CCPC budgets; monitor expenditures; identify additional funding sources as directed by the CCPC; and prepare related written statistical reports.

Employment Standards:

Knowledge of:

- Current principles of early childhood education/child development.
- Current local, state, and national laws, public policies, legislative issues and political processes important to the concerns of early care and education programs.
- Current child care licensing regulations.
- Interagency relationships and effective methods of program coordination.
- Budget development and administration.

Ability to:

- Plan and organize work to meet schedules and timelines.
- Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources.
- Work under limited supervision within the broad framework of standard policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Speak effectively before small and large groups.
- Establish and maintain accurate and complete records and reports.
- Research and prepare materials for communication, presentation, and publication.
- Research, analyze, and compile statistical information.
- Establish, balance, and adjust priorities.
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel.
- Administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes.
- Maintain and improve professional skills and knowledge.
- Operate modern office equipment including computer equipment.
- Apply computer software at an advanced level, including Microsoft Word, PowerPoint, Access, Excel, Publisher and email servers.
- Use the internet for appropriate research.
- Use statistical software, such as SPSS.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- A Bachelor's Degree from an accredited college or university with an emphasis in education, child development, early childhood education, public administration, or related field.

Experience:

- Five (5) or more years of experience in a state-funded, or other publicly funded program with demonstrated competencies in the area of program coordination.
- Experience in early care and education program administration.
- Experience in program development, implementation, and evaluation.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- This position requires ordinary ambulatory ability to retrieve work materials, intermittent carrying and lifting of lightweight materials weighing under 20 pounds.
- Position requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment, and kneeling or stooping seldom to retrieve materials.
- Assignment requires hand-eye coordination;
- Visual acuity sufficient to recognize people, words and numbers as well as to assess clarity of images on computer screen; and
- Speaking and hearing ability sufficient to hear over the telephone and carry on routine conversations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: April 18, 2016
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission