



Child Care Coordinating Council, Inc. of San Mateo County

Title: Bilingual (English-Spanish) Early Childhood Education Specialist

Reports to: Program Manager

Department: Community Programs

Classification: Non-Exempt

Hours: 40 hrs/week, (with some evening and weekend shifts, as needed)

In accordance with the mission and goals of 4Cs, the Early Childhood Education Specialist will integrate tasks between different program areas, offering specific feedback and deliverables. This position will be accountable for specific duties including to provide support to early child care providers, to increase knowledge and enhance quality in child care settings

PRIMARY RESPONSIBILITIES:

Provider Services:

- Support providers interested in opening new 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 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.
- Develop curriculum and implement provider educational workshops in a wide range of Early Childhood Education and Health and Safety topics, including but not limited to CPR, First-Aid and Preventative Health Practices.

Outreach:

- Creates, adapts and updates materials and handouts to educate community on ECE topics.
- Participate in outreach events in representation of 4Cs San Mateo.

Information management and data integrity:

- Maintain thorough and accurate records, files, correspondence, and statistics in both written form and via data entry in computer databases to fully document services.
- Other miscellaneous duties as assigned.

RELATIONSHIPS:

- Maintain professional and friendly rapport with clients and visitors. Use good judgment and discretion when discussing case particulars or helping to resolve problems.
- Maintain professional and open communication with management and other 4Cs staff.
- Work as part of a team to assure all functions are covered or completed on a daily basis.
- Share information, collaborate and coordinate activities with other 4Cs staff.
- Represent 4Cs in the community and at events relevant to the parent and provider community.
- Maintain 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.
- Passion for parent empowerment and early childhood development.

- 3-5 years of experience in a directly related social service, child development, or customer service related position.
- Effective oral and written communication skills.
- High level of proficiency with MS programs such as Word, Excel, Outlook, PowerPoint, Publisher and Access.
- Excellent data entry skills.
- Excellent organizational skills and attention to details and deadlines.
- Ability to manage own workload and prioritize multiple tasks.
- 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; Environmental Rating Scale Assessments.
- Adult training experience

TO APPLY please submit a cover letter and resume to:

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

Or by Email:

gallen@sanmateo4cs.org