

# Local Child Care Planning Coordinator

## Application Deadline: Open Until Filled

Colusa County Office of Education is recruiting for a Local Child Care Planning Coordinator to coordinate the activities of the Local Child Care Planning Council (LPC) pursuant to the mandate of AB 1542 provide advocacy to promote quality early care and education in Colusa County.

### CURRENT ASSIGNMENT LOCATION:

Children's Services Main Office

### SALARY:

\$22.63- \$30.33 per hour

### HOURS/DAYS:

7.5 hours per day, 260 days per year

### BENEFITS:

Partially paid medical, dental and vision benefits; paid sick and vacation leave; CalPERS retirement

### EDUCATION & EXPERIENCE:

- Baccalaureate Degree or higher in Early Childhood Education or related field; or in the process of obtaining Baccalaureate Degree in Early Childhood Education or related field within one (1) year; four years' experience in Child Development Programs; previous experience in administration, project development or other leadership role.

### LICENSES & REQUIREMENTS:

- The successful candidate will be required to provide DOJ and FBI fingerprint clearance, TB test clearance, a valid California driver's license, COVID-19 vaccination verification (or program-required equivalent), and immunizations as described on complete job description following acceptance of job offer.

### APPLICATION DEADLINE: Open Until Filled

It is to your advantage to apply as soon as possible, as recruitment may close at any time.

**Current CCOE-CS employees only: Letter of Interest and resume submitted to Human Resources**

*Colusa County Office of Education (CCOE) participates in E-Verify. To view the Notice of E-Verify Participation and the Right to Work posters, please visit the Employment Opportunities section of the CCOE website. Nondiscrimination in Employment, Programs and Services & Drug, Alcohol, and Tobacco-Free Workplace.*



### **Colusa County Office of Education**

Human Resources  
345 5th Street, Suite A  
Colusa, CA 95932  
(530) 458-0350  
hr@ccoe.net

### **APPLICATION PROCEDURE**

Interested candidates must apply online at [www.edjoin.org](http://www.edjoin.org)

### **REQUIRED APPLICATION MATERIALS**

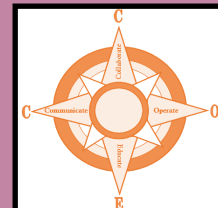
A complete application packet will include:

- Resume
- Letter of Interest
- Unofficial Transcripts
- Two Professional Letters of Recommendation (dated within the last 12 months preferred)

Current CCOE-CS employees only:

Letter of Interest and resume submitted to Human Resources.

*All employment applications and supplemental documents must be submitted through EdJoin. Incomplete application packets may not be considered.*



## COLUSA COUNTY OFFICE OF EDUCATION

(Excerpt from job description)

### **REPRESENTATIVE DUTIES (INCLUDING, BUT NOT LIMITED TO THE FOLLOWING):**

Promote quality early care and education needs of the community. *E*  
Schedule meetings, prepare agendas, distribute correspondence, communication, and prepare public notice of Council meetings. *E*  
Assist with the recruitment and selection of members for LPC Council according to statute membership guidelines. *E*  
Collect, analyze, and update data to meet Council mandates. *E*  
Assist with preparation, analysis, and development of the Community Needs Assessment and Strategic Plan. *E*  
Develop By-laws, Vision, Mission, Priorities, and a comprehensive county-wide plan for child care within Colusa County and assure related requirements are met. *E*  
Promote collaboration amongst child care providers, agencies, businesses, organizations and community collaborative partners to foster partnerships designed to meet local child care needs. *E*  
Carry out child care staff retention initiatives that support workforce development. *E*  
Manage the allocation and expenditures of Local Child Care Planning budget. *E*  
Seek out funding sources and participation to assist with Council activities. *E*  
Provide Council Members with orientation, trainings, and updates in order to maintain an effective Council. *E*  
Provide leadership and collaboration with related community partners in planning, facilitating, and implementing special events within the community relating to the goals of the Council. *E*  
Collaborate with leadership team and collaborative partners to plan and provide training in an effort to promote and maintain quality early care and education for children and families within the county. *E*  
Attend and coordinate various community advisory meetings, trainings, conferences, workshops, and other meetings to represent and support the effectiveness of the Council. *E*  
Serve on county/state wide committees related to the field of early childhood education. *E*  
Provide reports to County Board of Supervisors and County Superintendent of Schools as needed. *E*  
Manage and supervise the Council's campaigns, website, and advertisements including social media. *E*  
Promote California quality rating and improvement systems grants and ensure program agreements are maintained and met. *E*  
Perform related duties as assigned.

### **PROGRAM QUALITY ENHANCEMENT**

Perform all duties under REPRESENTATIVE DUTIES for Local Child Care Planning Coordinator plus the following:  
Provide support for classroom teams to enhance program quality. *E*  
Support quality improvement in early learning environments with the Early Childhood Environment Rating Scales. *E*  
Support Staff in navigating the Workforce Registry and provide resources directed towards enhancing their professional growth. *E*  
Support the implementation of Universal Prekindergarten inclusive of a county-wide mixed delivery system for early education. *E*  
Organize and coordinate the applications, grants, activities, projects, and support the function of efforts for Universal Prekindergarten collaboration. *E*  
Establish and maintain collaborative partnerships and meetings to assure continuity and support.  
Program Quality Enhancement duties will be approved on an annual basis as funding allows.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Practices, techniques, principles of early child care and development  
Laws and regulations affecting child care  
Child Care Licensing regulations  
Federal and State child care funding sources  
Administrative Management practices  
Early Childhood/Environment Rating Scales (ECERS)  
Classroom Assessment Scoring System (CLASS)  
Universal Prekindergarten Mixed Delivery System  
The Brown Act  
Computer hardware and software in order to perform word processing, information retrieval and maintenance of data  
Principles of providing effective training and technical assistance

#### **ABILITY TO:**

Plan and organize work  
Seek out community resources  
Establish and maintain effective relationships with agencies, organizations, child care providers, government entities, and child care consumers  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Maintain records and prepare reports Effectively communicate orally and in writing  
Work independently with little direction  
Lift and carry objects weighing up to 40 pounds  
Operate computer to complete reports and maintain data  
Operate a variety of office equipment to perform assigned duties  
Operate a vehicle to conduct work

### **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and field

#### **PHYSICAL ABILITIES:**

Hearing and speaking to exchange information on the telephone or in person; make presentations  
Seeing to review, distribute and type materials  
Standing and sitting for extended periods of time  
Dexterity of hands and fingers to operate computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 40 pounds  
Driving a vehicle to conduct work

#### **HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases