

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: LOCAL CHILD CARE PLANNING COUNCIL COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Local Child Care Planning Council (Council), the Coordinator will provide leadership and support to the San Luis Obispo County Child Care Planning Council. The Coordinator will organize and maintain the activities and operation of the San Luis Obispo County Child Care Planning Council, provide assistance in reviewing and analyzing the status of child care and development programs in San Luis Obispo County, and assist the Council in assessing needs, developing priorities, and implementing recommendations related to child care and funding in San Luis Obispo County.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, coordinate, facilitate and implement the operations and activities. Child Care Planning Council. Ensure Council activities accomplish its responsibilities as defined in AB1542 and California Department of Education contract mandates.

Coordinate communications, resources and information to meet Council needs and assure smooth and efficient operations; provide leadership and coordination in the development and implementation of related projects, plans, strategies, goals, objectives, systems, schedules, events and activities; responsible to maintain a current county-wide needs assessment, from gathering data to reporting out to the Council and as required by LCCPC legislation.–Resolve issues and conflicts related to Council operations or activities.

Provide technical assistance to the community, public and private organizations, businesses and projects/programs; respond to inquiries and provide detailed and technical information concerning related standards, requirements, services, schedules, events, activities, plans, goals, objectives, laws, codes, regulations, policies and procedures.

Provide leadership, coordination and collaboration with individuals, parents and community agencies to promote and achieve Council's goals. Serve as the Council Representative at local and regional meetings, fostering partnerships and collaborations designed to meet local needs. Serve as primary staff contact for all matters concerning the Council.

Serve as a liaison and coordinate program or service communications, resources, activities and information between SLOCOE, the CDE, CDD and Council, between CDD Contractors and Council, between community agencies/organizations/projects and Council; establish and maintain community partnerships; monitor and adjust activities in response to the Council and community needs.

Research, evaluate, assemble, compile, and analyze a variety of technical information and data related to Council operations and activities; prepare and distribute a variety of materials such as correspondence, fiscal documents, grants, calendars, newsletters, web pages, agenda items and informational materials related to program or service activities. Present information and recommendations to Council, individuals, and the public at large.

Manage and supervise the Council Website and Training Calendar, Month of the Child activities, publications and promotional activities; provide leadership and supervision to the Cal Poly Student Team for Children's Day In the Plaza; coordinate and supervise the planning, implementation and budget of Children's Day in the Plaza.

Identify, track and report to the Council on legislation with potential impact on child care and development services.

In collaboration with the finance chair, develop annual budget, and report recommendations to Council; review and evaluate budgetary and financial data; assist in controlling expenditures, coordinating

purchases and assuring spending does not exceed established limitations; compile and maintain data required for mandated match; research and write grant proposals to support Council goals and objectives.

Provide staff support to the Council, ensure minute taking, attendance records, quarterly reports and summary reports. Ensure preparation and posting of Council meeting agendas and meeting parents in collaboration with the Council Chairperson and in accordance with the Brown Act.

Provide leadership and coordination with Council members in developing a Strategic Plan. Collect, compile and report the Council's Strategic plan. Assist the Council in achieving its goals and objectives, review the Strategic Plan and update.

Coordinate and organize collaborative efforts with existing public and private organization and businesses to increase the supply of and the community's knowledge of the childcare needs in the county. Provide council information to promote positive public awareness of childcare issues to the media, prepare press releases and other marketing tools.

Train and provide work direction and guidance to assigned personnel as required; assign staff duties and review work for compliance with established requirements and procedures; may be required to supervise and evaluate the performance of one support staff member as needed; provide input concerning applicant interviews and employee evaluations as requested; train and oversee the work of volunteers, interns, mentors and other non-employees as assigned.

Prepare and maintain a variety of narrative and statistical records, reports and files related to program or service operations, meetings, grants, budgets, projects, financial activity and assigned duties; process and evaluate various forms and applications related to assigned activities.

Maintain current knowledge of; practices and standards related to Council and related laws, codes, regulations, policies and procedures.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various audio-visual equipment as required; drive a vehicle to conduct work.

Attend and coordinate various meetings, conferences, workshops and training sessions as assigned; prepare and deliver oral presentations. Attend local, state, and/or federal sponsored workshops and conferences relative to supporting the activities and effectiveness of the Council.

#### **OTHER DUTIES:**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization, coordination and implementation of the operations, activities, educational services and support function of a Local Child Care Planning Council basic child development program components, services, standards, requirements and procedures.

Practices, procedures and techniques involved in the development and implementation of program or service projects, plans, strategies, goals, objectives, systems, calendars, events, and activities.

Local, State and Federal standards and requirements governing LCCPC's, including the Brown Act.

Terminology, concepts, methods and procedures involved in childcare delivery systems.

Principles of training and providing work direction.

Policies and objectives of LCCPCs.

Oral and written communication skills.

Basic budget preparation and control.

Laws, codes, regulations, policies and procedures relating to childcare and development funding and program implementation.

Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Record-keeping and report preparation techniques.  
Basic public relations techniques.

**ABILITY TO:**

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of a LCCPC.  
Coordinate communications, resources and information to assure smooth and efficient program or service activities.  
Develop and implement projects, plans, strategies, goals, objectives, systems, calendars, events and activities.  
Provide technical assistance to staff, administrators, outside agencies, and the public.  
Research, assemble and compile a variety of technical information and data related to childcare programs.  
Assure smooth and efficient delivery of services.  
Monitor and adjust activities in response to Council needs.  
Train and provide work direction and guidance to assigned personnel as required.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare and maintain various narrative and statistical records, reports and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Child Development, Liberal Studies, Social Science or related field, and four years increasingly responsible experience working in child care and/or child development programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid License appropriate to assigned programs and services.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoors work environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information.  
Physical agility to lift 15 lbs to shoulder height.  
Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 31	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept.Division
	Hiring authority: Director of Dept/Division