

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 1999
RANGE: 40.5
CLASSIFIED
CODE: 2

PROGRAM FACILITATOR II
(Community Connection for Child Care)

DEFINITION

Under general supervision, coordinate and supervise a variety of Community Connection for Child Care (CCCC) programs;

disseminate child care information;

provide complex staff assistance to the Community Connection for Child Care Managers.

EXAMPLES OF DUTIES

Answer questions and provide information to the public;

recommend corrective action as necessary to resolve complaints;

disseminate information to various national and local organizations concerning child care projects;

participate in budget preparation and administration;

prepare cost estimates for budget recommendations;

submit justifications for budget items;

monitor and control expenditures;

participate in the selection of staff;

provide or coordinate staff training;

provide public awareness of projects through news releases and community events;

assist in the recruitment and support of in-home, exempt, and licensed child care providers;

offer technical assistance and information to individuals interested in becoming licensed child care providers;

refer individuals seeking child care to providers;

monitor and distribute child care subsidies;

serve as a liaison between State licensing officials and individuals providing or seeking to provide child care;

conduct site visits to licensed family day care providers and program participants;

coordinate workshops for child program participants;

order and maintain necessary supplies;

set up and maintain specialized and general office files;

record all parent, provider and general public contact;

assist the public with the book and toy lending library;

compile and maintain a variety of reports and logs;

prepare a variety of materials including recertification and termination notices, correspondence, newsletter articles and information as necessary;

stock, inventory, classify, maintain and supervise the use of the resource lending library;

implement resource lending library patron policies;

assist in a variety of Community Connection for Child Care and local community projects;

attend and conduct a variety of meetings, conferences and workshops;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current pertinent family, child care, and community issues;

local child care programs;

principles of child development and early childhood education;

basic budgeting procedures and techniques;

modern office procedures, methods and computer equipment;

business letter writing and basic report preparation;

principles and procedures of record keeping;

English usage, spelling, grammar and punctuation.

Ability to:

Oversee the activities of an assigned program;

participate in the preparation and administration of a budget program;

make public presentations;

maintain records and prepare reports;

respond to requests and inquiries from the general public;

communicate clearly and concisely, both orally and in writing;

establish and maintain cooperative working relationships with those contacted in the course of work;

demonstrate non-judgmental cultural and linguistic sensitivity;

work effectively and efficiently with minimum supervision.

Experience:

Three years of increasingly responsible child development experience preferred.

Education

A.A., A.S. Degree (or the completion of an A.A., A.S. degree within 6 months after hire date), or 60 units or more with specialized course work in child development, human services, education, psychology, sociology, social work, or related field required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

12/7/15

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