

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JANUARY 1998
RANGE: 37.0
CLASSIFIED
CODE: 2

PROGRAM SUPPORT FACILITATOR
(Community Connection for Child Care)

DEFINITION

Under general supervision, plan, prepare and present a variety of Community Connection for Child Care (CCCC) programs;

conduct child care site visits;

perform a variety of tasks relative to assigned area of responsibility.

EXAMPLES OF DUTIES

Assist parents in finding care for their children;

deliver information to family child care providers;

assist in processing claims for reimbursements to family child care providers;

assist with certification of subsidized families;

sign up and type agreement forms for new providers and clients;

schedule and make site visits for programs;

maintain data on each presentation and site visit;

prepare and present educational programs for young children;

prepare and present community presentations and workshops;

contact businesses and request assistance and donations for community activities;

attend workshops and conferences to enhance knowledge of child development issues;

assist in planning community activities and events;

assist in bulk mailings;

collate newsletters and distribute flyers;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles of child development and early childhood education;

basic principles and practices of nutrition;

programs available for children and parents interested in child development and nutrition;
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:

Make public presentations;
maintain records and prepare reports;
respond to requests and inquiries about program from the public;
communicate clearly and concisely, both orally and in writing;
establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

Two (2) years of increasingly responsible child development experience.

Education:

Equivalent to the completion of the twelfth grade supplemented by training in child development, early childhood education or a related field.

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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