

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED NOVEMBER 2015
SCHEDULE: #85
RANGE: 7.5
CLASSIFIED MANAGEMENT
CODE: 2**

**PROGRAM SUPERVISOR
Community Connection for Child Care (CCCC)**

DEFINITION

Under general supervision, to manage, direct and coordinate the activities of the Community Connection for Child Care (CCCC) programs;

to coordinate activities with other divisions and departments;

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

EXAMPLES OF DUTIES

Oversee and participate in the development of the departmental work plan;

assign work activities, projects and programs;

supervise, train, and assist in the evaluation of assigned staff;

monitor work flow;

implement policies and procedures;

review and evaluate work products, methods and procedures;

recommend program goals and objectives;

assist in the development of policies and procedures;

submit justifications for budget items;

monitor and control expenditures;

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;

provide or coordinate staff training;

work with employees to correct deficiencies;

develop training materials;

recruit child care providers;

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

refer individuals seeking child care to providers;

provide child care resource and referral information to parents;
counsel parents regarding child development, child care and families in crisis;
acquire and disseminate information on child care issues;
determine eligibility for subsidized child care and respite care;
conduct site visits to licensed family day care providers and program participants;
document all contact with participants;
coordinate workshops for child care program participants;
serve as a liaison between state licensing officials and individuals providing or seeking to provide child care;
administer surveys, update and maintain current information on child care;
prepare state reports based on child care information;
provide public awareness of projects through news releases and community events;
prepare a variety of materials and information as necessary;
compile and maintain a variety of reports and logs;
participate 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;
budgeting procedures and techniques;
principles of supervision and training;
modern office procedures, methods and computer equipment;
business letter writing and basic report preparation;
principles and procedures of record keeping.

Ability to:

Organize, direct and administer a community child care program;
prepare and administer a budget;
supervise and train assigned staff;

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:

Four (4) years of increasingly responsible child development experience, including one year of supervisory or lead responsibility.

Education:

AA degree required 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.

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 one year.

CP: gs

11/10/15

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