

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2006
RANGE: 35.5
CLASSIFIED
CODE: 4

PROGRAM FACILITATOR I
(Child Development and Family Services)

DEFINITION

Under general supervision, assist in the coordination of programs that serve children and families;
perform a variety of clerical tasks relative to the assigned area of responsibility;
provide assistance to community members regarding KCSOS and other community programs.

EXAMPLES OF DUTIES

Answer questions and provide information to the public;
offer technical assistance and information to individuals interested in serving children and families;
provide comprehensive assistance, and customized referrals to individuals seeking assistance;
serve as a liaison between community agencies and individuals providing or seeking assistance;
administer surveys, update and maintain current information on programs serving children and families;
conduct site visits, coordinate workshops, order and maintain necessary supplies;
set up and maintain specialized and general office files, records all parent, provider and general public contact;
maintain accurate cash receipts for fee-based services;
serve as a receptionist, as necessary;
assist in the maintenance of confidential information/files;
assist in developing systems to improve operations;
assist in a variety of community projects;
attend a variety of conferences and workshops;
perform related duties as assigned;
maintain inventory of books, toys and equipment available to loan to the public;
provide excellent customer service.

QUALIFICATIONS

Knowledge of:
Current pertinent family and children's issues;

principles of child development and early childhood education;

modern office procedures, methods and computer equipment;

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 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;

ability to access community resources including government and other community agencies;

work effectively and efficiently with minimum supervision.

Experience:

One year of increasingly responsible child development and/or related 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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