

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE #26
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 6, 8**

PROGRAM COORDINATOR - COMMUNITY CONNECTION FOR CHILD CARE (CCCC)

DEFINITION

Under general direction, the Program Coordinator - CCCC is responsible for executing a broad range of assignments, including contract oversight, grant writing, coordination and implementation of CCCC programs, and other child and family initiatives associated with the Kern County Superintendent of Schools (KCSOS).

EXAMPLES OF DUTIES

Oversee the implementation of assigned CCCC programs and other child and family service initiatives, as appropriate;

act as liaison between CCCC staff and senior leadership;

collaborate with internal and external local early learning partners to increase local workforce capacity, professional learning, and guiding the implementation of quality improvement practices;

work in partnership and support local school districts with early learning programs, childcare providers, and other direct service stakeholders to support positive outcomes for children and families;

increase public awareness of the benefits of investing in high-quality early learning and care programs;

plan, coordinate, and implement CCCC staff training to ensure program regulatory requirements are met by assigned employees;

plan, coordinate, and implement quarterly, bi-annual, and annual professional development for CCCC staff;

implement employee onboarding;

attend and represent KCSOS at appropriate State meetings, committees, conferences, and trainings;

negotiate and oversee program contracts and grants, as appropriate;

assist with writing, implementing, and monitoring grants and contracts issued by federal, State, and local funders;

assist with the oversight of budgets and ensuring expenditures are in accordance with established guidelines set forth by federal, State, and local funders;

research, develop, coordinate, and implement a data collection and monitoring system for internal program;

research, organize, prepare, evaluate, and maintain a variety of quantitative and qualitative reports and program evaluations to ensure compliance of early learning and family service programs, staff development, and goals and objectives of the KCSOS;

prepare written and oral reports to be presented to respective agencies and/or Boards;

maintain current knowledge of research, best practices, and standards related to early learning;

recommend and assist in strategic planning and the implementation of department and division goals and objectives;

train, supervise, and evaluate the performance of assigned staff;

maintain current knowledge and best practices of leadership and management to assist employees with growth and development;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of leadership and management;

contract negotiation and/or grant writing;

budget preparation and control;

full landscape and scope of UPK mixed delivery childcare system, including trends and practices in the field;

the range of governmental legislation and source of funding that affect early learning programs, including subsidized childcare programs.

Ability to:

Communicate effectively and persuasively at government, community, and public meetings;

plan and coordinate small to large trainings and events;

supervise and provide guidance and training;

exercise sound administrative judgment, originality, and initiative in the development of new methods and procedures in the solution of difficult problems;

plan, organize, implement, and evaluate effective programs and activities;

write reports and correspondence, clearly, and effectively;

work independently with minimal supervision;

maintain schedules and timelines;

attend evening and weekend meetings, conferences, and trainings, as needed;

maintain current knowledge of research, best practices, and standards related to early learning and care and family services;

travel within Kern County and the State of California.

Experience:

Three (3) years experience in leadership and management in the public service sector with oversight of child and family service programs.

Education:

Graduation from an accredited four-year college or university with a BA/BS degree in Sociology, Psychology, Child Development, Public Administration, Business Administration, Organizational Leadership, 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 is overtime exempt and has a probationary period of one year.

CP:rn

4/3/2025

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