PROJECT COORDINATOR, CHILD CARE PLANNING COUNCIL (CCPC) OF SONOMA COUNTY

Definition:
To plan, organize, and administer the programs and activities of the Child Care Planning Council (CCPC) of Sonoma County in meeting the mandates set forth in the Education Code; to develop and administer program budget(s); and to perform other duties as required.

Distinguishing Characteristics:
Responsibilities include planning, organizing, and directing daily activities of the CCPC; coordinating and implementing activities of the CCPC, which may include program operations, determination of timelines, meeting agendas and minutes, attendance records, etc; coordinating special meetings, retreats, workshops, including notices, support materials, and meeting arrangements; and preparing and filing reports as required by the state and federal government.

Supervision Exercised and Received:
General direction is provided by the Executive Committee of the CCPC; supervision is provided by SCOE Deputy Superintendent of Instructional Services or designee.

Examples of Duties and Responsibilities:
Duties and Responsibilities may include, but are not limited to, the following:
- Plans, organizes, and directs the daily activities of the CCPC;
- Assists with the development of the agenda and participates in Council meetings, including Executive Committee and Council subcommittee meetings;
- Coordinate and implement activities of CCPC, which may include program operations, determination of timelines, meeting agendas and minutes, attendance records, etc;
- Coordinate special meetings, retreats, workshops, including notices, support materials, and meeting arrangements;
- Prepare and file reports as required by the state and federal government;
- Coordinate marketing efforts to promote and publicize CCPC and its activities;
- Serve as a liaison between California Department of Education (CDE) Early Education and Support Division (EESD) and CCPC; between EESD contractors and CCPC; between community agencies and CCPC; CCPC and SCOE;
- Represent CCPC at local and statewide meetings and functions; makes presentations to community on the programs and services of the CCPC; and attends meetings and conferences as directed;
- Research, collect, compile, and update information required for reports required of CCPC including Needs Assessment, county-wide comprehensive child care plan, and the identification of geographical zip code priorities for EESD funds;
- Establish and maintain clear communication and cooperative working relationships with Council members, staff, community agencies, school districts, regional and state administrators, child care community, and the public;
- Assist in the development and maintenance of CCPC budgets; monitor expenditures; identify additional funding sources as directed by the CCPC; and prepare related written statistical reports.

Employment Standards:

Knowledge of:
- Current principles of early childhood education/child development;
- Current local, state, and national laws, public policies, legislative issues and political processes important to the concerns of early care and education programs;
- Current child care licensing regulations;
- Interagency relationships and effective methods of program coordination;
- Budget development and administration.
Ability to:
● Plan and organize work to meet schedules and timelines;
● Respond promptly to requests of internal and external clients; provide needed direction, assistance, training, materials and resources;
● Work under limited supervision within the broad framework of standard policies and procedures;
● Communicate clearly and concisely, both orally and in writing;
● Speak effectively before small and large groups;
● Establish and maintain accurate and complete records and reports;
● Research and prepare materials for communication, presentation, and publication;
● Research, analyze, and compile statistical information;
● Establish, balance, and adjust priorities;
● Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
● Administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes;
● Maintain and improve professional skills and knowledge.

Education and Experience:
Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:
● A Bachelor’s Degree from an accredited college or university with an emphasis in education, child development, early childhood education, public administration, or related field;

Experience:
● Five (5) or more years of experience in a state-funded, or other publicly funded program with demonstrated competencies in the area of program coordination;
● Experience in early care and education program administration;
● Experience in program development, implementation, and evaluation.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
● This position requires ordinary ambulatory ability to retrieve work materials, intermittent carrying and lifting of lightweight materials weighing under 20 pounds.
● Position requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment, and kneeling or stooping seldom to retrieve materials.
● Assignment requires hand-eye coordination;
● Visual acuity sufficient to recognize people, words and numbers as well as to assess clarity of images on computer screen; and
● Speaking and hearing ability sufficient to hear over the telephone and carry on routine conversations.
● Must have normal (20/20) vision, corrected or uncorrected.

Other Requirements:
● Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
● TB testing will be required upon employment.
● Must pass a pre-employment physical (if applicable).
● May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
● May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.