EDCOE
EL DORADO COUNTY OFFICE OF EDUCATION

EXCELLENCE IN EDUCATION FOR THE 21st CENTURY

EL DORADO COUNTY OFFICE OF EDUCATION

CLASS SPECIFICATION

JOB TITLE: Education/Operations Coordinator

Job Purpose Statement/s: Under the supervision of the Director of Child Development programs, implements activities as outlined below.

Essential Job Functions:

- Monitors and provides technical assistance and training.
- Maintains a positive relationship with community agencies.
- May supervise implementation of major program components.
- May supervise multiple sites.
- Coordinates assigned projects.
- Assists assigned sites with meeting requirements of federal and state contracts and guidelines through analysis, interpretation, and implementation support.
- Assists assigned sites in developing and maintaining linkages with parent and community groups and public agencies.
- Assists with developing training and technical assistance needs of staff and parents.
- Represents the program in meetings and conferences.
- Supervises and evaluates assigned staff.
- Maintains needed records, reports and other documentation.
- May assist with budget development and tracking of project budgets.
- Coordinates and supervises the Child Development programs with an inter-disciplinary team of staff, parents and content specialists for the purpose of meeting the needs of the family and community.
- Routinely inspects site facilities for health, safety, fire and occupancy violations for the purpose of taking necessary corrective action to assure program quality and health/safety licensing compliance.
- Carries out policies and activities for the purpose of implementing the program goals and regulations.
- Provides support for the purpose of maximizing the efficiency of the department.
- Reports regularly to the director on any developments or problems within the program for the purpose of maximizing the efficiency of the department.
- Maintains linkages with public schools, special services, community child care providers, local, state and federal agencies for the purpose of collaborative sharing of information.
- Conducts periodic classroom observations and yearly staff evaluations as required for the purpose of meeting negotiated contract language and assuring quality staff throughout all programs.

- Represents program by serving on committees and attending meetings for the purpose of gathering and disseminating information.
- Compiles operational statistics for the purpose of analyzing and preparing reports.
- Prepares written materials independently (e.g., meeting minutes, correspondence, brochures, newsletters, forms, advertisements, legal notices, visual materials, etc.) for the purpose of conveying accurate and timely information regarding program activities and/or procedures.
- Coordinates and schedules meetings (may attend as recording secretary), conferences, and appointments for the purpose of supporting program activities.
- Keeps abreast of legislation and Federal and State regulations for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Assists in the preparation and provides information regarding budget and financial matters for the purpose of recommending the allocation of funds.
- Provides liaison with Administrative Services Department and Personnel Services Department for the purpose of complying with budget requirements and personnel transactions.
- Assists staff and content specialists by writing and updating the annual area plans or yearly grant applications in conjunction with the Governing Board and parents for the purpose of meeting program requirements.
- Makes recommendations regarding personnel actions for staff in accordance with policies and procedures for the purpose of maintaining high quality staff and following established rules and regulations.
- Assigns, directs, and monitors the work of support staff for the purpose of assuring quality in the completion of their work activities.

Job Requirements - Qualifications:

Experience: A minimum of five years recent experience in Early Care and Education Programs is required.

Education: A Bachelor's degree in Child Development, Early Childhood Education, or related field with a valid Child Development Site Supervisor Permit is required. Must meet Title 22 licensing standards. Knowledge of child development, family interaction and community resources is desired. Obtain and maintain CLASS reliability certification.

Skills, **Knowledge and/or Abilities:**

Skills to effectively provide leadership within Child Development programs. Can understand, interpret, and apply laws, policies, rules, and guidelines that govern programs within the department. Accurately communicate, in writing and orally, procedural standards and conceptual information necessary for the successful operation of the programs. Experience preferred with proposal/grant writing, grant management and evaluation. Coordinate simultaneous functions and activities in a multi-operational program; assess staff skill levels and recommend inservice training; evaluate job performance and develop plan of assistance for staff as needed; establish and maintain office protocol; assemble and analyze data to make appropriate recommendations. Independently compose correspondence; use computer; accurately type at an acceptable rate; maintain cooperative work relationships.

Knowledge of office management procedures and practices; telephone techniques; letter and report writing; proper English usage, common office machines including basic accounting procedures, project management, and computer skills including Power Point, Excel, and Microsoft Office word processing; parent roles in Child Development Programs and the Parent Council.

Abilities to react with flexibility and sensitivity to changing situations and needs; act resourcefully to problem solve, structure time effectively; relate to low-income families and minority groups; identify problems and seek out strategies for resolving monitoring findings; carry out written and oral instructions; maintain cooperative and effective relationships with staff, parents and community agencies; write and document work effectively. Significantphysical abilities include vision sufficient to read printed materials; hearing and speech sufficient to conduct normal in-person and telephone conversations; mobility sufficient towork with children and parents (consideration may be given to reasonable accommodations for above).

Licenses, Certifications, Bonding, and/or Testing Required: If required to operate a vehicle during the course of employment, must possess a valid California Driver's License and evidence of insurability, TB test clearance, Criminal Justice Fingerprint Clearance.

Salary Schedule B
Child Development Coordinator (208 days)

Revised 5/24/21