

**PAJARO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

Position: Family Child Care Home Specialist, Certificated Seasonal Position

Department: Child Development: Migrant & Seasonal Head Start Program

Reports To: Program Director, Family Child Care Home Coordinator FLSA Status: Non-Exempt

SUMMARY

Provides on-site technical assistance for assigned Family Child Care Homes. Monitors contract implementation for Head Start comprehensive child development services and ensures compliance with federal, State, and local laws and regulations. Coordinates implementation of Family Child Care Home operations with other areas of Program activities. Supports development of Family Child Care Home Providers to provide quality services. Supports Provider/parent conference process, parent involvement and parent education activities.

NATURE AND SCOPE

Member of seasonal team responsible for coordinating and implementing Migrant & Seasonal Head Start Family Child Care Home services. The Program contracts with a large number of Family Child Care Home Providers who serve infants, toddlers and preschoolers during the agricultural season. Service delivery schedule may vary according to local needs and available resources. Family Child Care Specialist ensures compliance with local, national and State standards and promotes adoption of best early childhood development practices.

ESSENTIAL TYPES OF DUTIES -Duties may include, but are not limited to the following:

- Supports program's screening, assessment, and curriculum systems; dual language acquisition and developmentally appropriate practices.
- Assists with coordination and implementation of early childhood development services in Family Child Care Homes. Coordinates activities with staff responsible for other program service areas.
- Assists with orientation of assigned Family Child Care Home Providers regarding elements of the Family Child Care Home contract. Assists in the process to recommend renewal, termination or non-renewal of Family Child Care Home Provider contracts.
- In collaboration with other staff, assists with the appropriate placement of children at Family Child Care Homes, including children with disabilities and other special needs. Assists with transition processes for children entering Program, between Program locations, and to other programs.
- Manages caseload of Family Child Care Homes.
- Assists with developmental screening and assessment processes, including but not limited to handling data, reporting and planning functions associated with child outcomes. Assists with referral processes for children requiring further assessment, diagnosis or treatment.
- Assists with coordination and implementation of services for disabled and other at-risk children and their families.

- Monitors contract implementation of developmentally-appropriate curriculum system. Provides on-site technical assistance related to the curriculum system, including but not limited to the individualized instruction process, activity plans, use and arrangement of age-appropriate materials and furnishings in the Family Child Care Home environment.
- Monitors Family Child Care Homes to ensure contract implementation of licensing, health, safety, nutritional requirements and the provision of nurturing home environments to meet the social and emotional needs of infants, toddlers, and preschoolers.
- Facilitates and supports the Program communication system so that appropriate information is shared in a timely manner with parents, staff and Family Child Care Home Providers.
- Implements effective record keeping and reporting systems related to Family Child Care Home operations.
- Implements confidentiality policy and procedure.
- Participates in self-assessment, program audit and federal review/evaluation activities. Assists in the development of corrective plans of action and implements them.
- Supports and participates in monthly parent Family Child Care Home Committee evening meetings and other parent education opportunities. Conducts parent home visits, as assigned. Assists with Provider/parent conference process, as assigned.
- Assists with organization of and participation in pre-service, in-service, and post-service training activities and other Program events and initiatives. Supports Providers in developing collegial or mentoring relationships with other child care peers and professionals.
- Assists with the development and implementation of systems, policies, procedures, and forms that support quality services. Assists with organization and management of Program materials and supplies.
- In collaboration with assigned staff, participates in the assessment of individual and group training needs and participates in the development and implementation of professional development plans.
- Participates in assigned meetings.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Proficiency in Spanish and English. Current knowledge of child development principles for children birth to age 6 and knowledge of routines in licensed group settings. Knowledge of the Child Development Associate Credential (CDA) competency standards. Knowledge of child development screening and assessment processes, individual and group activity plan development, and parent/teacher conference techniques. Planning, organizing and monitoring skills to implement comprehensive child development services with cross-age groups. Knowledge of pertinent State and federal laws and regulations. Sufficiently developed written and oral communication skills to work with Spanish-dominant speakers

Abilities: Ability to assist with design of age-appropriate Family Child Care Home environments and usage of developmentally-appropriate materials, furnishings, and equipment. Ability to maintain accurate records. Ability to learn and apply current technology to support job duties. Ability to cooperate successfully as member of a team. Ability to develop, implement and monitor progress on content area goals, objectives, policies and procedures. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Ability to prioritize and schedule activities according to seasonal cycle of program. Ability to carry out the interpretation of defined roles and functions, policies and procedures, laws and regulations. Ability to coach and mentor Family Child Care Home Providers.

Physical Abilities: Requires ability to independently conduct required visits to Program-sponsored sites and events; visual acuity to read program materials; speech and hearing ability sufficient to carry on conversations in large groups, one-on-one meetings, and via phone. Ability to do computer data entry. Ability to lift up to 40 lbs.

Other Requirements: Ability to work early morning and/or evening schedule at various times, as well as numerous Saturdays during operating season. Must have own vehicle to carry out extensive site visit schedule, current driver's license and insurance, as well as safe driving record. Must complete physical examination requirements.

Education and Experience:

Head Start requires a minimum of an Associate Degree in Early Childhood Education, Child Development or related field. Out of country equivalency for college degree must meet California/U.S. graduation requirement for English. Current California Child Development Teacher Permit with continuous progress towards acquisition of California Site Supervisor Permit. Minimum of 3 semester units infant/toddler course work and 6 units within 2 years of hire. Must have familiarity with the Child Development Associate Credential (CDA) competency standards.

Minimum three (3) years of experience working with children aged 0-5 years in licensed group setting, including at least one year of experience working with children under two years of age. Higher education may partially substitute for experience.