

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **COMMUNITY ORGANIZER, CHILD DEVELOPMENT PROGRAMS**

#### **DEFINITION**

Under direction, to organize and oversee the development implementation, and evaluation of Santa Cruz County Office of Education's child development programs, projects and activities and serve as a liaison with child care providers, families and agencies.

#### **SUPERVISION EXERCISED**

May exercise direct supervision over technical and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manage, evaluate and oversee the County Office of Education child development program's operations and related task forces.

Provide leadership for County Office of Education child development programs.

Coordinate professional development trainings for child care providers, families, community members and educators.

Coordinate Local Planning Council, AB212 and the ECE annual conferences.

Implement services in accordance with terms and conditions of sponsors and the County Office.

Coordinate the development of annual goals and objectives.

Maintain communication with staff, childcare providers, families, participants, prospective providers, community members and educators.

Facilitate communication between existing providers and child-related service providers.

Promote programs' opportunities and carry out the activities of the program in accordance with the state's and county's contracts.

Coordinate, develop and monitor child development program budgets; compile, check, and tabulate budgetary estimates and allotments; process monthly income generated from cardiopulmonary resuscitation (CPR) trainings.

Develop and implement outreach plans.

Assist community and public agencies in planning, coordinating and improving child care services.

Identify and disseminate information related to public policy issues affecting the local, state, and federal delivery of child care services.

Solicit funding for the program including grant writing and presentations.

Implement all Local Planning Council mandates for AB 212 Project and ECE Conference.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)**

Prepare quarterly reports, newsletters and correspondences.

Recruit and train volunteers.

Represent the program at community and statewide meetings.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Principles and practices of child care, child development, early childhood education and/or child care resource and referral.

Pertinent federal, state, and local laws, codes, and regulations.

Principles and procedures of record keeping.

Principles and practices of data collection and report preparation.

Proper English usage, spelling, grammar, punctuation and vocabulary; report writing.

Modern office procedures, methods, and equipment including computer and applicable software programs.

Mathematical and general budgeting principles.

Principles and practices used in dealing with the public.

Basic mathematical principles; budgets and grant writing principles and practices.

**Skill and Ability to:**

Plan and organize work to meet schedules and timelines.

Effectively provide functional and technical supervision.

Work under limited supervision within a broad framework of standard policies and procedures.

Use initiative and exercise sound, independent judgment in the application and follow through of County Office administrative decisions and policy making.

Exercise flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

**Skill and Ability to (continued):**

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Identify training needs.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Operate modern office equipment including computer equipment and applicable software programs.

Interact cooperatively and effectively with program network organizations and other groups.

Deal constructively with conflict.

Interpret and apply pertinent federal, state, and local laws, codes, and regulations

**EDUCATION AND EXPERIENCE**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in early childhood education or a related field.

**Experience:**

Four years of responsible administrative experience in a broad range of varied and responsible experiences involving project coordination, community organization, functional and technical employee supervision, and public relations.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

**Qualification Requirements:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIAL REQUIREMENTS**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:*

**SPECIAL REQUIREMENTS (continued)**

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with ability to travel to different sites and locations.

Ability to speak, read, and write both English and Spanish or a target language may be required for some positions.

**Approved:** June 2020