

SANTA CRUZ COUNTY OFFICE OF EDUCATION

PROJECT COORDINATOR, CHILD DEVELOPMENT PROGRAMS

DEFINITION

Under direction, coordinate the development, implementation, and evaluation of Santa Cruz County Office of Education child development programs, projects, and activities.

SUPERVISION EXERCISED

Exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise, manage, coordinate, and evaluate program operations.

Coordinate the development of annual goals and objectives.

Develop and implement outreach plans.

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

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

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.

Prepare quarterly and/or other reports required by sponsors.

Recruit and train volunteers.

Assist in the preparation and management of program budgets.

Represent the program at community and state meetings.

Attend staff meetings.

OTHER RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Background in child care, child development, early childhood education, and/or child care resource and referral.

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

Computer usage; basic office procedures, policies, rules and regulations.

Knowledge of (Continued):

Principles of supervision; 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 time lines.

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.

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; operate a motor vehicle safely.

EDUCATION AND EXPERIENCE

Any combination of equivalent 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:

Training 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 driver's license.

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:

Ability to work in a standard office environment.

Approval Date: January, 2001.