

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2002
INSTRUCTIONAL SERIES
RANGE: 48.0
CLASSIFIED
CODE: NONE**

CHILD CARE FACILITATOR

DEFINITION

Under general supervision, shall be responsible for the promotion of the mission, goals and objectives of the Kern County Commission on Child Care (Commission) and the Local Planning Council (LPC) to ensure that the Commission/LPC is involved in the planning for comprehensive child care services throughout Kern County.

MAJOR DUTIES AND RESPONSIBILITIES:

Serve as a liaison/resource between the Commission/LPC and other child and family agencies/organizations in Kern County:

act as a liaison, on behalf of the Commission/LPC, with the County of Kern, Kern County Superintendent of Schools, California Department of Education Child Development Division, California Department of Social Services, and other county or state agencies related to child and family issues;

represent the Commission/LPC by attending appropriate meetings throughout Kern County, as requested;

promote partnerships between child care providers, business, religious, educational, and other community groups;

work with school districts and other community groups in developing programs to provide before and after school care;

represent the child care field in dealing with public agencies that have programs which impact child care facilities and/or services, i.e. building inspection, planning, and Community Care Licensing, etc.

respond and refer child care issues to appropriate agencies or individuals;

serve on the county task forces or committees related to child care issues;

set up and facilitate county-wide Public Hearings related to child care issues;

coordinate prior to State Hearings, whenever possible.

Promote and facilitate high quality and accessible child care in Kern County:

inform community child care programs about public and private funds to improve program environments and services, and to subsidize child care;

facilitate grant process where possible;

provide information to employers on the use of the Dependent Care Tax benefit, flexible personnel policies e.g. (Parental leave, flex time, job sharing, and child and family related initiatives).

promote community education on child care issues;

act as a resource to the County Resource MANAGEMENT Agency and Community Development Departments in the development of recommendations regarding provisions for child care facilities;

review, and where necessary, recommend revisions to County regulations which may inhibit the establishment of quality child care;

in conjunction with the Commission/LPC, collect, compile, and update information needed to develop a county-wide comprehensive child care plan.

Support special events:

collaborate with local child care association and child/family related organizations in the planning and implementing of special events, i.e. Week of the Young Child, Fun Faire, Health Fairs, and the Kern County Child Development Conference;

attend conferences and trainings related to the Commission/LPC, i.e. Child Care Coordinator Institute, Local Planning Council Chairperson meetings, CAEYC Public Policy Symposia.

Support of the Commission/LPC:

attend monthly Commission/LPC meetings and all pertinent subcommittee meetings to ensure linkages of subcommittee work;

maintain regular communication, on behalf of the Commission/LPC, with the Kern County Board of Supervisors, Kern County Superintendent of Schools, and the Kern County Department of Human Services;

provide clerical support to the Commission/LPC;

actively seek sources of funding to assist in the financing of Commission/LPC activities;

analyze the impact of local, State, and Federal legislation on child care, and prepare recommendations for the County's course of action;

prepare written and oral reports to be presented to the Commission/LPC and respective agencies;

develop and recommend plans, in conjunction with the Commission/LPC, based on community needs assessments;

assist in the recruitment of potential Commission/LPC members;

implement meeting planning and follow-up activities that ensure the Commission/LPC's ability to conduct business, in a timely manner;

represent the Commission/LPC at State Public Hearings related to child care issues, i.e. Child Care and Development Block Grant (CCDBG) State Plan, etc.;

perform other related duties, as directed by the Commission/LPC.

MINIMUM QUALIFICATIONS

Knowledge of:

Child care providers, community agencies and programs related to child care throughout the county;

the trends and practices in the field of child care;

local/state health and safety codes applicable to child care facilities;

the range of governmental legislation and source of funding that affect child care facilities;

quality, compensation and affordability issues related to child care.

Ability to:

Demonstrate administrative skills and abilities to communicate effectively and persuasively at government, community and public meetings;

exercise sound administrative judgment, originality, and initiative in the development of new methods and procedures in the solution of difficult problems;

plan, organize, implement and evaluate effective programs and activities;

write reports and correspondence, clearly and effectively;

conduct workshops and provide training for adults.

Experience:

Three (3) years experience in, the leadership and management of education, family services, child development or community service programs, and as an advocate or consultant for child care service agencies, or programs directly related to child care.

Education:

Graduation from a recognized four-year college or university with a degree in Child Development, Early Childhood Education, Family Studies or related field;

Additional experience may be substituted for education requirement: two (2) years experience for one (1) year education.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

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