Position: Child Development Provider Coordinator – FCCHEN Program

Salary: Depending on Experience

Reports to: Director of Program Services

Agency Background:
The Community Child Care Council (4C Council) is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work primarily in Santa Clara County, California. The agency and its staff are proud to serve the Silicon Valley families, for more than 46 years. It is currently supported by the California Department of Education, US Department of Agriculture, County of Santa Clara. The 4C Council provides Early Care and Education, Information, Referrals, childcare voucher payments, nutrition services and family supportive services to over fifty thousand children each year. Most recently, the agency also provides Senior Nutrition Services.

Position Summary:
The Child Development Provider Coordinator implements the Program Terms and Conditions Requirements for the Family Child Care Home Education Network (FCCHEN) CFCC and CCTR programs. The Coordinator is responsible for facilitating programs Family Child Care Environmental Rating Scale (FCCERS) and the Desired Results Systems. The Coordinator mentors participating providers through monthly site visits, ensuring Health & Safety Procedures are met, quality care giving, supports provider’s professional education plan, provides technical assistance with the program curriculum instruction and lesson plans. Completes formal parent conferences; providing support for parent involvement in their children’s school readiness plan.

Example of Duties and Responsibilities:
- Maintain program’s Compliance Monitoring Review, program Audit and Program Self Evaluation tools, Providers and Parent surveys, Family Child Care Environment Rating Scale (FCCERS) and Desired Results Development Profile (DRDP) Analyzed reports.
- Participate in staff development plan/training, and staff team building meeting and maintain professional education to assure meeting responsibilities within performance standards and best practices.
- Maintain current records for children DRDP profiles and portfolio data documentation.
- Maintain provider site visits reports and children observational documentation.
- Maintain the participating provider’s contract file record current and administers necessary provider action plan and technical assistance follow-up procedure.
- Monitors the children’s enrollment and transition services for family and children transferring childcare programs.
- Conducts site visits on an on-going basis to complete development assessments processes for children using the DRDP observations, DRDP profiles/rating record and ASQ’s questionnaire.
• Coordinates with all staff and parent to discuss special needs plan, child learning plan or referrals for special education services within required time frame of child’s placement.
• Support provider to maintain child DRDP profile and work portfolio records, child’s learning plan to align with lesson plans.
• Facilitates formal parent conference twice a year and parent involvement program school readiness goals.
• Facilitate training for the program’s Desired Results System for all parents and providers, distribution of resources and materials on foundations books to enhance awareness and purpose of program.
• Facilitate providers and parents program services orientation, PAC meeting for FCCHEN programs year planned goals for program’s desired results analyzed data and state reports findings.
• Monitoring provider profile 4001B plan and professional development plan.
• Ensures compliance with licensing regulations and state laws regarding the mandatory reporting of child abuse and neglect.
• Attendance, punctuality record is maintained through the year and as it pertains to arriving on or before your scheduled work time every day, site visits and to staff meetings.
• Willing to complete other duties as assigned.

**Education and/or Experience:**

- An Associate’s Degree in early childhood education or child development and a Site Supervisor permit which can be obtained within three months of hire if the educational requirements are met, or a Bachelor’s Degree in early childhood education or child development.
- Must have work experience in area that includes child development.
- Have an understanding and knowledge of the Child Development.
- Knowledge of community-based resources in social service organizations.
- Ability to interact effectively with providers, parents, children, staff and the public in a multi-ethnic environment.
- Computer skills; Proficiency in Word, Excel and Power Point.

**License or Other Requirements:**

- Must possess a valid California driver license, have access to an insured motor vehicle and clear driving record.
- Required to travel to Santa Clara County areas to facilitate assignments to center/classroom sites, meetings and other off-site destinations.
- Must be able to travel, locally and nationally.
- Must be willing to work beyond the usual work week to accomplish the job.
- First Aid Certification
- Must pass criminal background check.
- Must have up to date physical and tuberculosis screening results.

**Languages Skills:**

- English Proficiency is required. Bilingual Vietnamese or Spanish is preferred.
For consideration please send resume with cover letter to:
jobs@4c.org
Human Resources Department
www.4c.org

The 4C Council of Santa Clara County, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to race, disability, color, creed, religion, age, national origin, ancestry, veteran status, gender, sexual orientation or non-job related factors in hiring. We invite all applicants to confidentially self-identify when applying.

The 4C Council adheres to the provisions of ADA regarding reasonable accommodation procedures.