



JOB ANNOUNCEMENT

Family Child Care Specialist

Education and Qualifications:

- Two years of experience in a professional capacity working with family child care providers.
- AA/AS Degree in Child Development or a related field.
- Ability to work well with people, a sensitivity to the needs of children and families.
- Ability to complete DRDPs and FCCERS
- Possess a valid Child Development Teacher or Associate Teacher permit
- Computer skills and knowledge of Windows software, including Microsoft Word.
- Ability to correctly and effectively communicate in written and oral English.
- A California Driver's License, daily use of an automobile, and automobile liability insurance.

Preferred Qualifications:

- BA/BS Degree in Child Development or a related field
- Command of Spanish

Responsibilities and Duties:

- Works under the Program Director to coordinate a network of Family Child Care Providers
- Provide training and support to a network of Family Child Care Providers.
- Provide onsite consultation during scheduled site visits to Providers.
- Assist providers to create individual learning plans for each child in the network.
- Manage all paperwork, provider files and state reports,
- Provide assistance to and resolve problems with parents, providers and the community.
- Represent agency at community meetings as directed.
- Maintain knowledge of State Department of Education Child Division regulations, state law, Community Care Licensing regulations, and other relevant regulations.
- Make recommendations for enhancement and changes in department procedures.
- Assist in planning and implementation of conferences, parent/provider workshops and community events.
- Other duties as assigned.

Reporting Responsibility:

- Works under direction of the Program Director.

Job Specifications:

- Twelve month work year.
- Occasional evening or weekend hours may be required.
- Employment, responsibilities, compensation, or any other factor may be affected by changes in governmental regulations, the agency's contracts, or at agency discretion.

Status and Starting Salary: Full-time, Non-exempt; \$3,000/mo. + Benefits (Medical, Dental and Life Insurance, 403(b) Tax deferred annuity, paid holidays, vacation and sick pay)

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*Making a difference in
the lives of children and
their families*