



JOB DESCRIPTION

FAMILY CHILD CARE EDUCATION NETWORK SPECIALIST

Under the supervision of the child care services supervisor (Bridge Program), the family child care education network specialist shall be responsible to:

1. Recruit providers as needed to maintain an adequate supply of available spaces.
2. Orient new providers to the Family Child Care Education Network (FCCEN) and assuring existing providers are kept informed about FCCEN procedures and requirements.
3. Ensure that Title 22 standards, Infant Toddler Program (ITP), Contract Monitoring Review (CMR) Desired Results, and Developmental Profile (DRDP 2015), FCCERS are met in a clear and consistent manner.
4. Assist and work collaboratively with staff and providers to ensure the provision and accessibility of required program services for families and children are maintained.
5. Conduct regular announced and unannounced monitoring visits to FCCEN providers, provide written and verbal feedback to the providers.
6. Ensure that Network providers meet all FCCEN standards as well as guidelines specific to the state.
7. Mentor and coach FCCEN providers to improve the quality of their programs. Model appropriate teaching and learning practices for providers including nurturing teacher-child interactions and early care routines.
8. Maintain provider files and a ready supply of forms, including a waiting list of prospective providers.
9. Track and file received monthly required documentation from providers.
10. Interface with Community Care Licensing and Early Head Start Partnership Program as needed.
11. Assist in community outreach events and attending community meetings as assigned, including marketing the FCCEN within the community and the Family Child Care Collaborative meetings
12. Coordinate and keep a current list of available provider placements and share list with the family development/eligibility specialists.
13. Prepare weekly and monthly activity reports as directed by supervisor.
14. Facilitate and prepare follow-up activities on behalf of providers regarding the health, safety, and nutritional needs of enrolled children placed with the providers.

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15. Organize and distribute children's files to providers. Write and process E-requisitions as needed.
16. Participate in staff meetings, monitor and submit required reports by established deadlines including findings, conclusions and recommendations for the Annual Program Self Review.
17. Facilitate, plan, and prepare with other infant/toddler program staff quarterly Parent Advisory Committee meetings and quarterly provider meetings per year.
18. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- Minimum of an *associate degree in early childhood education/child development or related field; must include a minimum of three (3) infant/toddler units.
- Minimum of two (2) years paid work experience in an infant/toddler child care program, as a family child care provider, or an infant/toddler teacher.
- **A minimum of 30 completed college units (must include minimum 12 ECE/CD and 3 infant/toddler) plus an **additional** three (3) years of related work experience may substitute for the associate's degree. If hired without an associate's degree, the individual will be required to continue his/her education towards a degree as a condition of employment.*

Preferred Criteria: Six (6) units in infant/toddler development in addition to the minimum requirements and bilingual (English/Spanish) skills.

Knowledge and Abilities: Fluent English skills required. Ability to organize a number of simultaneous assignments and work under minimum supervision. Ability to effectively speak before a group and make presentations. Ability to maintain accurate records. Ability to provide leadership and guidance to family child care providers. Ability to implement an early childhood program for infants and toddlers in a family child care setting. Ability to maintain strict confidentiality. Sensitivity and ability relate to families in the Infant/Toddler Program, Early Head Start Program, Family Child Care Providers, and of multicultural beliefs and practices. Ability to work in a team setting.

Physical Abilities: Ability to see at normal distance, hear normal conversations and sounds. Physical ability to bend, squat, sit on floor, skip, run, and climb stairs. Use hands and fingers to fill out required forms on regular and NCR paper and use computer keyboard and other office machines/equipment. Ability to safely and occasionally lift or assist children weighing up to 35lbs., when needed.

License or Other Requirements: Must have access to a dependable auto with minimum appropriate insurance coverage, and possess a current valid California driver's license. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test, and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.