



Child Care Coordinating Council, Inc of San Mateo County

JOB DESCRIPTION

Title: Early Childhood Education Specialist I
Reports to: Program Manager
Department: Community Programs
Classification: Non-Exempt
Hours: 40 hrs/week; Mon-Fri 8:30am-5pm; with some evening and weekend shifts, as needed

Position Summary: In accordance with the mission and goals of Child Care Coordinating Council (4Cs) of San Mateo County, the Early Childhood Education Specialist I will work in collaboration with 4C's Early Childhood Education Specialist II, Quality Improvement Navigator (QIN) and the San Mateo County Office of Education (SMCOE) team to help grow the Quality Counts Program in San Mateo County. This position is a good fit for a person who is proactive, process-driven, detail-oriented and takes pride in their communication and team-building skills. This position will be accountable for providing support to early child care providers, to increase knowledge and enhance quality in child care settings; and providing trauma-informed care trainings for providers participating in the Foster Care Bridge program and others serving children with exceptional needs.

PRIMARY DUTIES:

Direct Service:

- Provide effective supports, training, and coaching to providers in San Mateo County.
- Work collaboratively with new and returning QCSM providers to continuously strengthen trauma-informed practices and build more equitable and accessible early learning and care programs in the county.
- Incorporate recent research, state guidance, and best practices to support equity, diversity, and inclusion, emphasizing multilingual learners and children with exceptional needs.
- Work closely with the ECE Specialist II and QIN to streamline recruitment efforts and ensure a warm hand off and timely follow up with providers continuing in Quality Counts.
- Coach and provide ongoing technical assistance to new and established licensed child care providers to develop Quality Improvement Plan (QIP) goals and meet Quality Continuum Framework elements; including marketing, business administration, curriculum support, and quality environment.
- Coordinate, plan and facilitate peer learning community meetings (PLCs), remote and in-person per contract goals.
- Attend QCSM QI meetings and participate in community meetings and events relevant to the provider community.
- Provide trauma-informed care training to child care programs participating in the Emergency Foster Care Bridge Program and other providers serving children with exceptional needs.
- Provide ongoing coaching to assist providers in applying training curriculum and strategies.
- Raise awareness and promote opportunities to better support inclusive services in all early childhood settings.
- Support new and current initiatives in collaboration 4Cs and SMCOE teams (e.g., Triple P, ASQ Screenings, Provider Ambassador Program, Inclusion Specialization Matrix, etc.).
- Monitor program participation, maintain accurate attendance records, and track participant milestones.



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Outreach:

- Develop, adapt, and update materials and handouts to educate community on ECE quality improvement initiatives and trauma-informed care best practices.
- Connect providers with continued education opportunities, grants and other resources.
- Participate in outreach events in representation of 4Cs of San Mateo County.

Information management and data integrity:

- Maintain thorough and accurate records, files, correspondence, and statistics in both written form and via data entry in computer databases to fully document services.
- Database management and support with reporting for contracted services.
- Monitor program budget related to participant incentives/disbursements.
- Other miscellaneous duties as assigned.

RELATIONSHIPS:

- Maintain professional and friendly rapport with clients and visitors. Use good judgment and discretion when discussing case particulars or helping to resolve problems.
- Maintain professional and open communication with management and other 4Cs staff.
- Work as part of a team to assure all functions are covered or completed on a daily basis.
- Share information, collaborate and coordinate activities with 4Cs and SMCOE QCSM staff.
- Represent 4Cs in the community and at events relevant to the parent and provider community.
- Maintain confidentiality related to 4Cs services and internal operations.

MINIMUM QUALIFICATIONS:

- BA degree or equivalent in Child Development, Early Childhood Education, Social Services, or other field that specifically relates to the position.
- 3-5 years of experience in social services, child development and early childhood education.
- **Bilingual Spanish written and oral skills required.**
- Effective oral and written communication skills.
- Knowledge of child care and development delivery systems.
- Must be available to work a flexible schedule, which may include day/evening hours in-office or remote Monday through Friday, and some weekends and holidays.
- High level of proficiency with Zoom and MS programs such as Word, Excel, Outlook, PowerPoint, Publisher, and Access.
- Excellent organizational skills and attention to detail.
- Ability to manage workload, meet deadlines, and prioritize multiple tasks independently.
- Demonstrated ability to work with a diverse population.

SPECIAL QUALIFICATIONS:

- Knowledge of state licensing regulations for family child care and center based programs; principles, theories, practices, methods, and techniques used in early childhood classroom instruction; Infant Toddler Foundations, Preschool Learning Foundations, Curriculum Frameworks, the Desired Results System; Environmental Rating Scale Assessments.
- Training experience with adult learners required.
- Familiarity with Quality Counts California and Early Learning and Care preferred.

Salary and benefits: Pay rate is \$28.27 per hour; non-negotiable. This position is benefits eligible. Please note that only candidates who are being actively considered will be contacted. This position will be open until filled.

To Apply: Send resume and a cover letter to greyes@sanmateo4cs.org