



Child Care Coordinating Council, Inc of San Mateo County

JOB DESCRIPTION

Title: Bilingual (English-Spanish) Early Childhood Education Specialist
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 will integrate tasks between different program areas, offering specific feedback and deliverables. This position will be accountable for specific duties including providing support to early child care providers and license-exempt caregivers to increase knowledge and enhance quality in child care settings; and coordinate the Child Care Initiative Project (CCIP) program to build the supply and improve the quality of licensed family child care homes.

PRIMARY DUTIES:

Provider Services:

- Support licensed child care providers and prospective providers interested in opening a new family child care home, or expanding an existing facility; including assistance with application and pre-licensing visit.
- Provide technical assistance and coaching to prospective licensees and newly licensed child care providers with marketing, start-up assistance, and setting up the environment.
- Attend Community Care Licensing Orientations and participate in community meetings and events relevant to the early childhood education community.
- Develop curriculum and implement provider educational workshops in a wide range of Early Childhood Education—facilitating weekly classes and routine monthly workshops to support provider professional development.
- Coordinate and plan playgroups and other activities where license-exempt caregivers learn how to support children's healthy development through play and quality adult/child interactions.
- Monitor program participation, maintain accurate attendance records, and track participant milestones.

Outreach:

- Develop, adapt, and update materials and handouts to educate community on opening a Family Child Care Home and other ECE topics.
- Participate in outreach events in representation of 4Cs of San Mateo County.
- Outreach and engage licensed-exempt providers (FFN—Family, Friends, and Neighbors) and encourage participation in activities geared towards supporting quality care and increasing their access to internal and external resources.

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 and manage program material orders and inventory.
- Other miscellaneous duties as assigned.



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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 other 4Cs staff.
- Collaborate with community partners, libraries and other support service agencies to gather resources for clients.
- Represent 4Cs in the community and at events relevant to the parent and provider community.
- Serve as primary contact for the Child Care Initiative Project (CCIP).
- 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, Google Suite, and Canva.
- 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; Curriculum Frameworks; home based marketing and business practices.
- Training experience with adult learners required.
- Familiarity with Early Learning and Care preferred.

Salary and benefits: Pay rate is \$34.00 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