

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

EARLY CHILDHOOD DEVELOPMENT PROFESSIONAL DEVELOPMENT COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, perform a variety of professional duties involved in working with College faculty and student support systems and collaborating with Early Childhood Development (ECD) and family support communities to identify and promote resources for improving professional development and delivery systems in Alameda County.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Monitor and track emerging needs and trends in ECD training, including cross discipline education, collaborative training programs, and recent research in best practices for ECD and related fields.
2. Identify institutional barriers within the college system that limit recruitment, professional advancement, or retention of ECD staff and providers.
3. Recommend to the College immediate and short term modifications and/or expansion of courses and programs and initiate pilot courses or program modifications to overcome the identified barriers.
4. Conduct research to identify resources necessary to address ECD training and professional development needs, including potential funding sources, partnerships with professional organizations and community training agencies, and expansion of existing and/or addition of new college courses.
5. Develop and present reports that document short and long-term recommendations for the College's role in improving the recruitment, education, and retention of professionals in ECD and related disciplines in Alameda County.
6. Introduce the program to College Departments including Student Counseling Services.
7. Collaborate with all appropriate organizations, including Child Care Links Career Advisory System, Alameda County Resource and Referral agency, CAEYC, Child Development Training Consortium, ECE Mentor Program, and Alameda County Children and Families Commission.
8. Coordinate with Child Care Links Career Advisory System; review and update resource data on all organizations and services available to ECD students and providers in the College service area; develop and implement public information and outreach campaign on the Child Development Permit Matrix; develop and publish a database of local Professional Growth Advisors; develop schedule for monthly meetings of staff from Child Care Links and the College.
9. Work with the Alameda County Child Development Corps on a variety of program activities; assist in developing Corps seminars; provide information and conduct outreach/recruitment at each seminar; participate in Corps as consultant to the Technical Advisory Committee; ensure staff/faculty are trained as Corps Advisors and are available to Corps applicants during enrollment time; publicize the Corps in college classes, newsletters, and events.

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10. Conduct studies to assess the needs of early childhood development students; develop and submit plan and timeline for data collection and research on training needs and barriers including literature review, consultation with students, and interviews with Child Development Corps members and staff, college faculty, community-based training and professional organizations; coordinate the plan with similar work conducted by the Career Advisory System.
11. Coordinate with the ECD department to develop pilot courses or program modifications to address barrier's identified from preliminary research, Child Development Corps evaluations, and student requests.
12. Track student progress and success to continue to develop new and modify existing courses and certificates at the College and within the broader ECE field in Alameda County and throughout California.
13. Coordinate with College staff to plan and conduct ongoing outreach and recruitment for students from local high schools, the College, neighboring colleges and training organizations, and the community in general; develop and distribute materials including: handouts, brochures and/or videos explaining the Child Development Permit Matrix and its requirements for work in both child care centers and family child care homes; written information on ECD classes, workshops, and other training activities available to center-based and home-based providers; written referrals to local Professional Growth Advisors; publicity on the ECD and Professional Development Program through the College catalogue, newspaper, website and other information dissemination activities.
14. Complete assessment of systemic barriers; develop recommendations for long-term changes within the College and in collaboration with other training and community/professional organizations, including a focus on: cross-discipline training and practice; recruitment and professional advancement of ECE practitioners; maximizing resources through system and program coordination and collaboration.
15. Collaborate with the Children and Families Commission to ensure cross-discipline training information is developed and distributed; maintain a calendar of ECD course offerings and workshops to be included in the Every Child Counts' cross-discipline calendar; distribute calendar to ECD faculty and students; update and maintain appropriate sections of the East Bay Child Development Articulation Database.
16. Provide professional development to ECD student and current ECD workforce to insure increasing competency in the field of ECE; analyze countywide professional development systems in order to provide classes and workshops for current and/or potential ECD students; develop, plan, and implement intentional professional development seminars for ECD faculty countywide.
17. Design and present workshops and trainings at the College and in the community that provide information about ECD at the College, provide professional development for the workforce, and enhance student practices in the field of ECD.
18. Provide information to students regarding granter's stipend program as well as other opportunities that are available to ECD students.
19. Investigate and develop statewide articulation agreements in ECE between 2 and 4 year colleges; develop reciprocity agreements in ECE with other community colleges in the county and career pathways with ROP in Tri-Valley.
20. Investigate and apply for grants that support projects; implement grants received.
21. Prepare records and detailed reports including for grantor on trends, needs, and outcomes; make recommendations to the grantor.

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22. Attend and participate in professional group meetings, conferences, and workshops; maintain awareness of new trends and developments in Early Childhood Education; incorporate new developments as appropriate.
23. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. The California Early Childhood Education system.
2. Adult learning styles.
3. Systems throughout the state and national trends that effect ECD programs.
4. Principles and practices of project management, program planning, and implementation.
5. Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
6. Interpersonal skills using tact, patience, and courtesy.
7. Pertinent federal, state, and local laws, codes, and regulations.
8. Early Childhood Community College courses; Early Childhood training opportunities and options.
9. Child Development Permit Matrix; Professional Growth Plan for the permits.
10. California Early Childhood Mentor Program.
11. Child Development Training Consortium, the Alameda County Child Development Corps, and Alameda County Children and Families Commission.
12. Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
13. Principles of business letter writing.
14. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

1. Participate in planning, organizing, directing, coordinating, and evaluating assigned programs and areas.
2. Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.
3. Participate in the development and administration of program goals, objectives, and procedures.
4. Understand and articulate the college requirements for Early Childhood Certificates and AA Degree and the requirements of the Child Development Permit Matrix.
5. Understand the organization and operation of the District, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
6. Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
7. Collaborate with college Deans and Administrators to provide students with appropriate and accurate education plans to meet their educational goals.
8. Speak at class and community presentation to articulate information.
9. Provide educational workshops for students and potential students.
10. Network in community, county, and state to gather and share information.

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11. Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
12. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
13. Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
14. Prepare clear and concise technical, administrative and financial reports.
15. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
16. Manage multiple tasks and duties, with a detail-oriented approach.
17. Respond tactfully, clearly, concisely, and appropriately to inquiries.
18. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.
21. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in Early Childhood Education or a related field.

Experience:

Five years of responsible experience including experience as an Early Childhood trainer, coordinator of Early Childhood training opportunities, as a Professional Growth Advisor, or as a Child Development Corps Career Advisor.

License or Certificate:

Possession of a valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites and locations.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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2/20/01;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional