



**CITY OF GARDENA**  
invites applications for the position of:  
**Family Child Care Education Coordinator**

**SALARY:**  
\$32.02 - \$40.86 Hourly  
\$2,561.54 - \$3,269.08 Biweekly  
\$5,550.00 - \$7,083.00 Monthly  
\$66,600.00 - \$84,996.00 Annually

**DEPARTMENT:** Recreation/Human Services

**DIVISION:** Human Services

**OPENING DATE:** 11/07/18

**CLOSING DATE:** 12/06/18 05:00 PM

**DESCRIPTION:**

Under the general supervision of the Family Child Care Manager, coordinates, implements and oversees the education and child development aspects of the Family Child Care Program.

**EXAMPLES OF DUTIES:**

**Representative Duties**

- Responsible for monitoring and evaluating the family child care provider homes for compliance and quality in accordance with City Municipal Codes, Title 5, and Title 22 and other relevant regulations;
- Assists with recruitment and screening of family child care providers for the program;
- Supervises Education Assistant(s);
- Plans and/or conducts trainings for program providers, participants, and staff;
- Plans and conducts regular meetings for family child care providers
- Provides technical assistance and resources to family child care providers;
- Maintains positive working relationship with family child care providers which includes correspondence, problem solving, and parent/provider conflict;
- Responsible for planning and implementing the educational, cultural, and recreational activities of the program, including an age-appropriate culturally diverse curriculum, field trips, and program events;
- Documents children's development as required by CDE Regulations and program policies;
- Assists providers in creating individual learning plans for each program child
- Responsible for identifying children with possible special needs or developmental delays and making referrals for support services
- Assists families in gaining additional support services as needed;
- Maintains the program's lending library including purchase of equipment and supplies and accuracy of inventory records;
- Assists with other program requirements such as policy development, setting of goals and objectives, and City and State reports;
- Represents City and program at professional organizations and community meetings;
- Participates in training programs, educational courses, and seminars that will ensure the continued professional growth needed to maintain program standards and promote personal achievement;
- Performs miscellaneous duties and projects as assigned in support of the program and City.

**TYPICAL QUALIFICATIONS:**

**Education and Experience**

Bachelor's Degree required, Master's degree desirable, preferably in Early Childhood Education, Child Development or related field **and** two years supervisory experience working in a publicly funded program. A California Program Director Permit from the California Commission on Teacher Credentialing required.

**Knowledge and Abilities**

Must have knowledge of developmentally appropriate practices for infants, toddlers, preschool and school-age children, use of environmental rating scales, the CDE desired results developmental profile (DRDP), and Title 5 and Title 22 regulations. Must have a demonstrated ability to work effectively with a variety of individuals and groups; strong written and verbal communication skills. Computer skills required. Bilingual in Spanish is highly desirable.

**License**

- Must have a California Program Director Permit (California Commission on Teacher Credentialing)
- Must have and maintain a valid California Class C Driver's License.
- Must have daily use of a personal vehicle for work and maintain liability insurance.

- Infant, child and adult CPR and First Aid Certificates will be required within two months of initial hire.

**Special Conditions**

TB clearance is required upon hire.

Background check is mandatory

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1700 W. 162nd St.  
Gardena, CA 90247  
(310) 217-9509

Position #00023  
FAMILY CHILD CARE EDUCATION COORDINATOR  
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**Family Child Care Education Coordinator Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's Degree in Early Child hood Education, Child Development or related field?  
 Yes  
 No
- \* 2. Do you have a Program Director Permit from the California Commission on Teacher Credentialing?  
 Yes  
 In the Process  
 No
- \* 3. How many years of supervisory experience working in a publicly funded program do you have?  
 Less than one  
 Less than two  
 Two or more
- \* 4. Do you have Knowledge of Title 5 and Title 22 Regulations?  
 Yes  
 No
- \* 5. Do you have knowledge of the California Department of Education, Desired Results Developmental Profile (DRDP)?  
 Yes  
 No
- \* 6. Do you have experience with the Rating Scales used by the California Department of Education programs?  
 Yes  
 No
- \* 7. Do you have a personal vehicle for daily use?  
 Yes  
 No

\* Required Question