



GLENN COUNTY
OFFICE of EDUCATION
Child and Family Services

Glenn County Office of Education
is an Equal Opportunity Provider and Employer

JOB ANNOUNCEMENT

Position:	<u>Provider Support Specialist</u>
Salary:	\$158.82 - \$172.36 based on an 8-hour day with benefit package
Qualifications:	<ul style="list-style-type: none"> • Bachelor's Degree in Early Child Development or related field • Must hold or qualify for a Child Development Site Supervisor Permit and willing to apply for the Child Development Program Director Permit within the first year. Visit https://www.ctc.ca.gov/credentials/req-child-dev for permit requirements. • Two years' experience with a State or Federally funded preschool/childcare program, including experience with adult supervision or mentoring. • Experience with adult training, advocacy, public relations or related work. • FCCERS and DRDP familiarity. • Possess basic computer skills. • Must have strong written and verbal communication skills. • Ability to lift and/or move up to 25 pounds and occasionally up to 50 pounds. • Valid California driver license and insured reliable transportation.
Major Responsibilities:	<ul style="list-style-type: none"> • Facilitate and train both large and small groups of childcare providers in methodology and best practices in child care and early education. • Recruit, develop and retain an adequate supply of Family Child Care Providers, and promote quality childcare through implementation of the Child Care Initiative Project (CCIP) and FCCHEN program. • Maintaining current licensing information and regulations. • Responsible for timeliness of data management, reporting and funding applications. • Modeling appropriate child development practices. • Completing site visits with each FCCHEN provider to model curriculum activities and offer support, information and resources. • Maintaining children's developmental profiles for all FCCHEN children. • Facilitates the completion of program assessments and development of action plans. • Conduct parent conferences after each DRDP reporting period.
Work Year:	225 paid days (July – June). Position to begin August/September 2020
Application Procedure:	<p>(Applications without the required documentations will not be considered.)</p> <ol style="list-style-type: none"> 1. Complete Application and Resume 2. Copy of Bachelor's Degree 3. Copy of Site Supervisor Permit (if applicable) 4. Copy of Unofficial Transcripts 5. Letters of recommendations (2 Professional and 1 Personal)
Submit to:	<p>Child and Family Services 676 E. Walker Street, Orland CA 95963 Attention: Miriam Lopez, Executive Secretary/HR Manager 530-865-1267 ext. 2211 <i>Applicants can apply online at www.glenncoe.org, by clicking the tab "career opportunities."</i></p>
Deadline:	Friday, July 24, 2020