

SANTA CRUZ COUNTY OFFICE OF EDUCATION
PROJECT COORDINATOR, EARLY CHILDHOOD

DEFINITION

Under direction, coordinate the development, implementation, and evaluation of Santa Cruz County Office of Education early childhood department, projects and activities; establishing relationships with the community, child care providers, families and public agencies.

SUPERVISION EXERCISED

Exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise, manage, coordinate, and evaluate program operations.

Coordinate the development of annual goals and objectives.

Develop and implement outreach plans.

Assist community and public agencies in planning, coordinating, and improving child care services.

Facilitate communication between existing providers and child-related service providers.

Identify and disseminate information related to public policy issues affecting the local, state, and federal delivery of child care services.

Solicit funding for the program including grant writing and presentations.

Prepare quarterly and/or other reports required by sponsors.

Recruit and train volunteers.

Assist in the preparation and management of program budgets.

Represent the program at community and state meetings.

Attend staff meetings.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Background in child care, child development, early childhood education, and/or child care resource and referral.

Proper English usage, spelling, grammar, punctuation and vocabulary; report writing.

Knowledge of (continued):

Office procedures, policies, rules and regulations.

Principles of supervision.

Principles and practices used in dealing with the community, child care providers, families and public agencies.

Basic mathematical principles.

Budgets and grant writing principles and practices.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

Skill and Ability to:

Plan and organize work to meet schedules and timelines.

Effectively provide functional and technical supervision.

Work under limited supervision within a broad framework of standard policies and procedures.

Use initiative and exercise sound, independent judgment in the application and follow through of County Office administrative decisions and policy making.

Exercise flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Identify training needs.

Prepare and maintain accurate and complete records; prepare clear and concise reports.

Operate modern office equipment, including computer equipment and applicable software programs.

Operate a motor vehicle safely.

EDUCATION AND EXPERIENCE

Any combination of equivalent experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in early childhood education or a related field.

Experience:

Four years of responsible administrative experience in a broad range of varied and responsible experiences involving project coordination, community organization, functional and technical employee supervision, and public relations.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here 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 functions. Essential duties require the following physical skills and work environment:

While performing the duties of this job, with or without the use of aids, the employee is regularly required to sit, stand or walk for extended period of time; dexterity of hands and fingers to operate a computer and sustain repetitive motion of wrists and hands for intervals of time, telephone and other standard office equipment; see and read a computer screen and printed matter; hear and understand speech at normal levels on the telephone or in person; speak so that others may understand at normal levels and on the telephone; and grasp, push, pull and move, lift and/or carry up to 10 pounds.

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Approval Date: January, 2001

Revised Date: June, 2020

Revised Date: September 16, 2025 (Previous Title: Project Coordinator, Child Development Programs)