

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: COORDINATOR

JOB TITLE: COMMUNITY COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee is responsible with the managers, coordinators, and specialists of other areas of the department for the implementation and monitoring of Children's Services programs

REPRESENTATIVE DUTIES:

Develop an effective community involvement program plan for Children's Services and assist staff, parents, and the community in implementing the plan. **E**

Provide and/or assist with staff and community trainings to implement an effective program. **E**

Assist and act as a resource for parents, staff, and the community regarding training, activities, and education. **E**

Assist with activities for program participants; provide support for participants to successfully complete these activities. **E**

Complete monthly reports for agency. **E**

Maintain documentation of activities, handbooks, newsletters, etc. **E**

Assist in maintaining quality through ongoing collaboration with Area Managers and participation in department meetings. **E**

Utilize bilingual skills to translate oral and written communications between staff, families and others as appropriate. **E**

Assist in planning, monitoring, and self-reviews. **E**

Assist with preparation of annual applications. **E**

Identify, gather, and analyze data relating to child care. **E**

Plan, organize, and participate in activities in the community that increase public awareness of child care, early education standards, and community involvement. **E**

Operate office equipment including computer terminal, calculator, and copier. **E**

Generate clear and concise written reports. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Working effectively with groups
- Motivating and organizing volunteers
- Correct oral and written usage of English and a designated second language
- Oral and written communication skills
- Record-keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Modern office practices, procedures and equipment
- Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data
- Funding, Terms, and Conditions and Head Start Performances Standards to ensure program compliance in assigned areas

ABILITY TO:

- Learn and apply policies and objectives
- Perform activities that encourage and motivate parent, staff, and community involvement
- Relate effectively with families and their children
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports
- Read, write, translate and interpret English and a designated second language
- Maintain confidentiality of sensitive information
- Lift and carry objects weighing up to 40 pounds
- Operate a computer to complete reports and maintain data
- Operate a variety of office equipment to perform assigned duties
- Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Graduation from high school and two years experience working with parents, volunteer groups and community groups. College course work in Early Childhood Education, social science, community relations or related field is desirable.

LICENSES AND OTHER REQUIREMENTS:

- Bilingual English/Spanish required
- Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
- Hearing and speaking to exchange information on the telephone, in person and make presentations
- Seeing to review, distribute and type materials

Sitting or standing for extended periods of time

Bending at waist, kneeling and squatting

Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Lifting, pushing, pulling and carrying objects weighing up to 40 pounds

Drive a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified – Unrepresented

FLSA Status: Non-exempt

Salary Schedule: 210

Approval Date: July 2016