

**JOB DESCRIPTION**

**JOB TITLE:** Program Coordinator (9939)

**Job Summary:**

Under the direction of the Program Manager or designee, assists with the overall planning and compliance of the Early Childhood Education Program and ensures quality services to children and families. Responsible for monitoring the implementation of program policies and procedures requirements in the subsidized childcare program. Monitors compliance with Federal, State, and Local regulations. The position must maintain confidentiality while using precaution in

**Essential Duties:**

- Implement and monitor all state and federal regulations, program requirements and program quality review requirements.
- Participate in state and federal reviews.
- Ensure consistent implementation of program policies and procedures.
- Participate in annual development and implementation of program goals and objectives.
- Establish and maintain ongoing relationships with child care professionals, public agencies and community organizations that have the common purpose of serving children and families.
- Compile statistical reports, analyze data, identify concerns, and make recommendations.
- Participate in opportunities to increase skills and knowledge by attending program meetings and conferences.
- Provide direct supervision, monitoring, and support to staff.
- Maintain cooperative working relationships with staff, parents, child care providers, and agencies.
- Perform and complete other related duties as assigned.

Responsibilities include: following standardized practices and or methods; leading, guiding, and/or coordinating others; assisting with the planning and overall compliance of the ECE program. Utilization of resources from other work units may

following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking and 40% standing. The job is performed under minimal temperature variations.

**Skills to:**

- organize and work within project timelines.
- demonstrate sound judgement and administrative skills.
- use critical thinking skills to analyze problems and make recommendations for improvement.
- develop and maintain positive working relationships with all persons in the course of work.
- communicate accurately and effectively in both oral and written form.
- implement new systems or changes in current programs by obtaining input and cooperation from others;

**Knowledge of:**

- federal, state, and local laws and regulations regarding childcare and development programs.

communicate clearly, concisely, and professionally both orally and in writing.  
monitor program implementation in a variety of settings and propose strategies to correct identified problems.  
assist in planning activities for the program to create goals, objectives, and strategies.  
sustained concentration to handle multiple tasks, often simultaneously.  
significantly diagnose and problem-solve issues as they arise.  
direct and assess the performance of direct service support staff.  
work independently and maintain professional boundaries and confidentiality.  
exercise tact and discretion in all interactions.

**Education Required:**

Bachelor's degree in Social Services, Child Development, or related field is preferred. A master's degree is required.

**Experience Required:**

At least three years of experience with eligibility and case management experience.  
Spanish speaker is preferred.

**Other Requirements:**

Valid California Driver's License and proof of automobile insurance.  
Department of Justice and FBI fingerprint Response upon hire.

FLSA Status: Exempt

December 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.