

TRAINING COORDINATOR CARES Plus STATE COACHING PROGRAM - CDTC

DEFINITION

Under general administrative direction manages and coordinates training components of the CARES Plus State Coaching Program; promotes the project within community college child development departments and the CARES Plus programs throughout the state; assists in planning, scheduling, and arranging for all CARES Plus State Coaching Program training activities through First 5 CA and CARES Plus administration; organizes, trains and supervises the CARES Plus coaches, assessment sites, and staff assigned to project; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from higher level Child Development Training Consortium (CDTC) manager/s.

Will provide direct supervision to part time administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Manage and coordinate the training component of the specifically funded CARES Plus State Coaching Program.
- Assist process of establishing contracts with coaches to implement trainings statewide through the CARES Plus State Coaching Program.
- Inventory and monitor video equipment and laptops, purchased by First 5 CA for use by CARES Plus State Coaching Program coaches.
- Serve as contact person for First 5 CA staff and administration, all CARES Plus training coaches, training sites, county CARES Plus programs.
- Build and maintain effective communication with community agencies.
- Assist in development, planning, recruiting, scheduling and arranging for CARES Plus trainings specifically for CARES Plus coaches and provide information and technical support.
- Assist with development of technical assistance materials for CARES Plus coaches, and the CARES Plus participants to guide completion of the Core Components 2, 3, and 4 as related to CARES Plus.
- Develop webinars, fact sheet, and flyers; maintain website page of resources and information.

- Monitor and participate in the selection process of early childhood settings to participate in the CLASS pre and post assessment.
- Plan, organize, maintain records and ensure contract compliance.
- Promote and market the CARES Plus State Coaching Program to coaches and CARES Plus Programs; conduct outreach for the CARES Plus Project; provide updates to county CARES Plus Programs, attend First 5 Commission meetings and events as assigned.
- Prepare and submit various reports as needed.
- Assist CDTC personnel to ensure compliance with applicable state and First 5 CA rules and regulations.
- Assist in development and monitoring of the CARES Plus State Coaching Program budget.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

Work is generally performed in a standard office environment with occasional travel to trainings and meetings. Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and techniques of program development.
- Techniques of effective community relations and an understanding of the early care and education community and culture.

Ability to:

- Communicate both orally and in writing
- Work independently and be strongly self-motivated
- Work with diverse populations ranging in age, educational experience, and from various backgrounds
- Understand assessment and early care and education practices, needs, and challenges of the ECE workforce.

Employment Status

Classified administrative appointees hired after July 1, 1995 and not having otherwise attained permanent status in a classified position with the District shall be employed exclusively by

contract and shall not earn permanency in this job classification. The District is offering a one-year contract subject to annual renewal.

LICENSES AND CERTIFICATES

Possession of a valid California Motor Vehicle Operator's License.

PHYSICAL AND MENTAL STANDARDS

Mobility: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.

Dexterity: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.

Lifting: occasional lifting of papers, files, equipment and material weighing up to 25 pounds.

Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.

Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person.

Emotional/Psychological Factors: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

EDUCATION AND EXPERIENCE

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

- Education: Bachelors' degree in child development/early education or related field.
- Experience: Three years increasingly responsible experience in program management, development and/or community development, preferably in a community college or children's program setting.