

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED OCTOBER 2018  
INSTRUCTIONAL SERVICES  
RANGE: 48.0  
CLASSIFIED  
CODE: NONE**

**LOCAL PLANNING COUNCIL FACILITATOR**

**DEFINITION**

Under general supervision, shall be responsible for the promotion of the mission, goals and objectives of the Early Childhood Council of Kern (Council) serving as the Local Child Care and Development Planning Council (LPC) in association with the Kern County Superintendent of Schools.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Serve as a liaison/resource between the Council and other county and/or state organizations related to child and family issues;

convene the early childhood education community to address current early childhood education issues;

ensure that all Council mandates, as set forth in Education Code 8499.5, are met;

manage the allocation and expenditure of contracted Council funds;

attend and represent the Council by attending meetings throughout Kern County and the state, as appropriate;

promote partnerships between early childhood education providers, business, religious, educational, and other community groups;

represent the early childhood education field in dealing with public agencies which impact early childhood education facilities and/or services, i.e. building inspection, planning, and Community Care Licensing, etc.;

respond and refer early childhood education issues to appropriate agencies or individuals;

provide data, technical assistance, resources, training opportunities and other information to the early childhood education field;

oversee the administration of the Council's social media campaign and website;

serve on county and/or state-wide task forces or committees related to early childhood education issues;

set up and facilitate county-wide Public Hearings related to early childhood education issues;

promote and facilitate high quality and accessible early childhood education services in Kern County;

facilitate grant processes;

promote community education on early childhood education issues;

collect, compile, and update information needed to meet Council mandates;

collaborate with related organizations in the planning and implementing of special events;

attend conferences and/or trainings related to the early childhood field;

coordinate and attend Council meetings and all pertinent subcommittee meetings to ensure linkages of subcommittee work;

maintain regular communication with the Council's governing entities;

actively seek sources of funding to assist in the financing of Council activities;

analyze the impact of local, State, and Federal legislation on the early childhood field;

prepare written and oral reports;

develop and recommend plans, based on the community needs assessments;

assist in the recruitment and orientation of Council members;

implement meeting planning and follow-up activities that ensure the Council's ability to conduct business, in a timely manner;

represent the Council at State Public Hearings related to early childhood education issues;

perform other related duties, as directed.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Early childhood education field community agencies and programs related to child care throughout Kern county;

the trends and practices in the field of early childhood education;

local/state health and safety codes applicable to early childhood education facilities;

the range of governmental legislation and sources of funding that affect early childhood education facilities;

quality, compensation and affordability issues related to early childhood education.

#### Ability to:

Demonstrate administrative skills and abilities to communicate effectively and persuasively at government, community and public meetings;

exercise sound administrative judgment, originality, and initiative in the development of new methods and procedures in the solution of difficult problems;

plan, organize, implement and evaluate effective programs and activities;

write reports and correspondence, clearly and effectively.

#### Experience:

Three (3) years experience in, the leadership and management of education, family services, child development or community service programs, and as an advocate or consultant for child care service agencies, or programs directly related to child care.

#### Education:

Graduation from a recognized four-year college or university with a degree in Child Development, Early Childhood Education, Family Studies or related field;

Additional experience may be substituted for education requirement: two (2) years experience for one (1) year education.

Conditions of Employment

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

10/3/18

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