



## COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY

131-A STONY CIRCLE, STE 300, SANTA ROSA, CA 95401 TEL: 707-544-3077 FAX: 707-544-2625  
WEB SITE: WWW.SONOMA4CS.ORG EMAIL: INFO@SONOMA4CS.ORG

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### **4Cs Now Hiring: Bilingual Education Resource Specialist**

*Are you inspired by the mission of 4Cs?  
Want to make a powerful difference in the lives of families in Sonoma County?*

The Community Child Care Council (4Cs) is looking for an outstanding individual to work with the Director of Center Programs, the Education Resource Manager, and the Site Supervisors in the areas of curriculum, program planning, parent education, staff development, CACFP compliance, Quality Counts, and identification of community and other resources. Additionally, the position provides oversight to all 4Cs centers in partnership with the Director of Center Programs and the Education Resource Manager.

#### **Primary Duties and Responsibilities:**

- Oversee management of center substitutes, including interviewing and hiring, completion of all relevant screenings and required documentation, conducting orientations, maintenance of substitute and volunteer rosters, and training and support.
- Act as a resource person for center staff in the areas of curriculum development, assessment of children's skills and behavior, staff development and parent education.
- Assist Site Supervisors with parent education programs as needed.
- Act as a mentor to center staff regarding exemplary teaching practices, CACFP compliance, child assessments, annual environmental rating scales, and Quality Counts participation.
- Work with staff to ensure compliance with state funding and licensing regulations.
- Maintain lending library and community and parent resource information.
- Participate in an annual program evaluation.
- Assist Director of Center Programs and Education Resource Manager as needed.
- Attend center staff meetings and provide administrative support.
- Provide and ensure excellent leadership, including demonstrating a positive attitude, as well as a friendly and approachable tone of voice and body language that reflects support and respect to the entire center and office community: families, children, and co-workers.
- Attend and participate in department staff meetings, monthly office staff meetings, department retreats and community meetings as requested.

#### **Skills and Qualifications:**

- Current Program Director or Site Supervisor Permit issued by CA Commission on Teacher Credentialing required.
- Minimum three years' experience in a child care or preschool program with supervisor and leadership experience.
- Bachelors in Early Childhood Education or related field.
- Experience with CA Department of Education, ELCD funded programs preferred.
- Excellent verbal and written communication skills, bilingual required.
- Ability to work with persons from various social, cultural, economic, and educational backgrounds.
- Demonstrated proficiency with Microsoft Office Programs, internet, tablets, and office equipment.
- Must meet all relevant funding and licensing requirements (CA CCL, Title 22, Title 5).
- Health clearance by physician; ability to fulfill physical requirements of the job including: lifting up to 50 pounds; range of movement including squatting, bending, reaching, sitting and standing.
- Criminal record clearance (Livescan).
- Current certification in CPR and Pediatric First Aid. Training completed in preventative health practices, mandated reporter, and CCL child care center operations and record keeping orientation.
- Proof of current Immunizations (MMR, Pertussis, Influenza). TB clearance within 1 year.



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- Local travel required. Must have an insured automobile and a valid California Driver's License.

**To apply please submit a cover letter and resume to:**  
4Cs Human Resources Department via email: [employment@sonoma4cs.org](mailto:employment@sonoma4cs.org)

**Pay range: \$25-\$27 per hour**