CLASSIFICATION
Child Development Grants Facilitator

FLSA Status: Exempt
EEOC Job Category: Professional
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, coordinates, organizes, oversees and monitors grant research in the area of Child and Adult Development; administers or participates in ensuring and monitors department compliance with federal, state and/or local grant regulations, rules and requirements; acts as department technical and resource liaison in grants administration; updates and maintains a variety of comprehensive child development grant reports, records and files; coordinates, oversees, implements or performs a variety of administrative, technical tasks in support of Child and Adult Development department/program; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
The Child Development Grants Coordinator is responsible for coordinating, organizing and conducting activities related to existing grant projects, administration and/or compliance in the Child and Adult Development areas. An incumbent may also be responsible for day-to-day administration and management duties for assigned, awarded Child Development grants programs. Work requires an ability to produce clear, concise, thorough, timely and accurate grant reports in Child and Adult Development areas and a detailed knowledge of grant’s terms and conditions to carry out compliance responsibilities. Additionally, an incumbent may supervise a small support staff and must be able to effectively work with and provide technical and specialized training and guidance to department staff, management, faculty and administrators. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, organizes, oversees and monitors grant research and activities in the Child and Adult Development area; researches, identifies and evaluates appropriateness of grant activities in relation the department plan and college mission, goals, objectives, organization, structure and operating practices; introduces and provides detailed information, explanations and clarifications regarding grant administration to relevant department faculty, staff, management and/or administrators, as appropriate; applies understanding of federal, state and/or private foundation requirements/regulations in grant administration.

2. For Child and Adult Development, administers and/or participates in ensuring and monitors department compliance with federal, state and/or local grant regulations, conditions, terms, rules and requirements; provides technical guidance and support in the development of and participates in review and evaluation of assigned programs’ processes, practices, documentation and tracking.
systems to ensure compliance; within scope of authority, reviews and analyzes grant project expenditures and/or expenditure requests to ensure compliance; may conduct and oversee program/project site visits to ensure grant compliance; analyzes, develops and recommends improvements/resolutions, as appropriate.

3. Prepares, updates and maintains a variety of comprehensive, accurate and specialized grants reports which involve multiple formats and manipulation and analysis and interpretation of complex and technical information for grant administration. May develop, design, use and submit forms, surveys and other materials related to grants administration; establishes, organizes, maintains and updates specialized and comprehensive files and records.

4. Coordinates, oversees, implements and performs one or more of the following administrative, specialized or technical duties in support of Child and Adult Development: participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department/program goals, objectives and performance measures consistent with the District’s quality and service expectations; selects, trains, provides work direction to and monitors performance of clerical or other assigned staff; reviews and monitors department/program budget expenditures; drafts grant project articles or newsletters; coordinates and oversees purchasing and/or maintenance of assigned facilities and equipment, including general office equipment and/or mobile van for program duties.

OTHER DUTIES

1. May serve on other District committees, as assigned.

2. May attend workshops, seminars, meeting or other events, as assigned.

QUALIFICATIONS

Knowledge of:

1. Resources and reference materials available to assist in directing project activities, including the funding agency requirements and reports.

2. Best practices and current trends in Early Childhood Education.

3. Theories of Human Development and Early Childhood Education.

4. Practices and methods of instruction, care and supervision of infant, toddler and preschool-aged children


6. NAEYC, Family Child Care Rating Scale and other accreditation standards and requirements applicable to Early Childhood Education and development.

7. Developmentally appropriate curriculum, lesson plans and instructional strategies to meet the needs of infant, toddler and preschool-aged children.
8. Resources and reference materials available to compile demographics and other specialized information related to grant reports or to assist with grant administration.


10. Federal, state and local laws and regulations and District policies and procedures related to, grant administration and child development projects.

11. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

12. Uses of word processing, spreadsheet, presentation, database and other software to complete reports and access and maintain a wide variety of grant-related data and information, including technical and specialized data.

13. Principles and practices of public administration, including budgeting, accounting, purchasing and maintenance of public records.

**Ability to:**

1. Communicate clearly and effectively, both orally and in writing.

2. Compile, analyze, calculate, interpret and apply complex statistical and other technical information appropriately and accurately.

3. Plan, develop, implement, monitor, supervise and oversee workshops, home visits and other grant activities with children, parents, providers and collaborative partners.

4. Establish and maintain effective working relationships with district management, administrators, collaborative partners, staff, instructors, parents, children and others encountered in the course of work.

5. Relate effectively with economically disadvantaged and socially diverse groups.

6. Operate a computer and appropriately use word processing, spreadsheet, presentation, database and other software.

7. Exercise sound, independent judgment within general policy guidelines.

8. Oversees maintenance of confidential and specialized records and files.

9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

10. Establish and maintain effective working relationships with District faculty, management and staff; granting agency and/or collaborative partner contacts; grant professionals; students; and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a bachelor’s degree in child or human development,
social science, English or a closely related field; at least three years of progressively responsible grant- writing, administration or compliance experience, preferably in an educational setting; and at least three years of working with parents, caregivers and/or children, or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this job, an employee is regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with District faculty, management and staff; granting agency and/or collaborative partner contacts; other community college grant professionals; students; and others encountered in the course of work.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.