CHILD CARE ALLIANCE OF LOS ANGELES
FAMILY ENGAGEMENT COORDINATOR

Position Description

Job Title: Family Engagement Coordinator
Reports To: QRIS Program Manager
FLSA Status: Exempt

Summary

The Family Engagement Coordinator is responsible for the development and coordination of the family engagement components of the Quality Rating and Improvement System (QRIS) programs for the Child Care Alliance of Los Angeles (CCALA). The Child Care Alliance of Los Angeles is a partnership of 10 community-based Resource and Referral (R&R) and Alternative Payment (AP) organizations working together to ensure the delivery of seamless, consistent and quality child care throughout the Los Angeles County. Our unique and innovative organization is committed to excellence and seeks employees who care deeply about making a difference to strengthen families and improve the lives of children.

Working closely with all R&R member agencies to ensure consistent county-wide implementation, the Family Engagement Coordinator will be responsible for the ongoing development and implementation of a comprehensive family engagement model grounded in the Strengthening Families™ Framework. The family engagement model will focus on building the capacity of participating sites to promote family resilience, social connections, and knowledge of child development through family-centered support approach.

Quality Start Los Angeles, the QRIS system being implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Los Angeles County Office of Child Care (LAC-OCC), Los Angeles Universal Preschool (LAUP), and First 5 LA. Working in partnership, they are continuing to build a system of assessing and improving early care and education quality for LA County. The QRIS coaching program builds on the Gateways for Early Educators™ professional development system offered at the Los Angeles child care Resource & Referral (R&R) agencies.

Qualifications

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, social work, psychology, public health, or related field.
- Minimum of 3 years of relevant experience.
- Experience developing and implementing family engagement programs with a strength-based approach.
- Experience providing trainings on family engagement topics and/or Strengthening Families
- Working knowledge of the Los Angeles early childhood education delivery system and child care provider population.
- Strong interpersonal skills including the ability to work effectively with diverse client populations.
- Previous experience which demonstrates effective decision-making skills and ability to develop and implement programs.
- Effective time management and organizational skills and the ability to determine priorities and to work under deadlines and with great attention to detail.
• Effective problem solving skills.
• Effective written and verbal communication skills.
• Effective computer skills, including experience with Windows, databases, word processing and spreadsheet software.
• Experience and comfort with group facilitation and training adults (bilingual English/Spanish preferred).
• Ability to work collaboratively with others at all levels of an organization and work cooperatively as part of a team with colleagues and with staff from different agencies.
• Ability to be flexible, innovative and adapt to the changing needs of the program and agency.
• Valid CA driver’s license and insurance coverage which meets CA standards.

**Essential Duties and Responsibilities** include the following:

• Develop, coordinate and implement the family engagement program for CCALA QRIS based on program requirements, R&R models and the project Scope of Work.
• Develop and implement a training plan for Family Engagement Coaches on program model, strategies, and activities.
• Develop family engagement materials and presentations as needed.
• Support the CCALA QRIS family engagement programs, working closely with all collaborative partner R&R agencies to ensure effective, efficient and consistent county-wide implementation.
• Conduct monthly family engagement coach meetings/trainings.
• Provide individualized resources or trainings for child care providers or coaches, on an as needed basis.
• Work collaboratively with the Parent Education component of QSLA as part of an integrated family engagement model.
• Maintain project compliance through knowledge of the QRIS contract and Scope of Work.
• Assist the CCALA QRIS Manager, Coaching & Professional Development Manager, and CCALA committee members in the ongoing development and documentation of the QRIS program model.
• Maintain effective communication with Alliance agencies, collaborative partners, and others to ensure effective program implementation and achieve project deliverables.
• Use databases or other systems to document QRIS FE program data to share with consortium members and in required reports.
• Assist the QRIS Program Manager in the preparation of timely, accurate reports to funders and others as needed.
• Actively participate as a member of the QSLA Family Engagement Subcommittee at monthly meetings.

**Additional Responsibilities**

• Participate in events as needed to help maintain CCALA and QRIS visibility with funders and other current and potential stakeholders.
• Attend designated community meetings, trainings, conferences and other meetings, around Los Angeles County as needed.
• Seek out opportunities for community collaborations to enhance the QRIS Family Engagement model.
• Perform other duties as assigned.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

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

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Salary Range**

Competitive salary, commensurate with prior experience, education and abilities. The programs referenced in this job announcement are contingent upon grant funding.

For immediate consideration, send resume, cover letter and salary history to: Ilyssa Foxx, QRIS Program Manager. Email: ilyssa.foxx@ccala.net

**Email submissions only**

No phone inquiries. Responses will be sent only to individuals meeting the outlined requirements of the position. The programs referenced in this job announcement are contingent upon grant funding. The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.

For more information about the Child Care Alliance of Los Angeles please visit our website at http://www.ccala.net/