



**CHILD CARE ALLIANCE OF LOS ANGELES  
FAMILY EDUCATION COORDINATOR  
Position Description**

**Job Title:** Family Education Coordinator  
**Reports To:** QRIS Program Manager  
**FLSA Status:** Non-Exempt

**\*Please note this is an office-based position temporarily working remotely**

**Summary**

The Family Education Coordinator is responsible for the development and coordination of the Family Education components of the Quality Start Los Angeles (QSLA) 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.

The Family Education Coordinator will develop programs, materials, and family education trainings, both virtually and in person, which are grounded in the Strengthening Families™ Framework and support and compliment the family engagement model. Working closely with project partners, early learning providers, and community organizations, the Family Education Coordinator will strive to provide families with the information they need to support their child's growth and development to promote QSLA' vision of a high quality early learning system. This position may also represent CCALA at county and/or state level meetings and provide information or give presentations on the QSLA models to various stakeholder audiences.

Quality Start Los Angeles, the QSLA system implemented in LA County, is a partnership between the Los Angeles County Office of Education (LACOE), the Child Care Alliance of Los Angeles, the Office for the Advancement of Early Care and Education, Child360, 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 QSLA coaching program continues building on the Gateways for Early Educators™ professional development system offered at the Los Angeles child care Resource & Referral (R&R) agencies.

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

- Develop, coordinate and implement the Family Education model for CCALA QSLA based on program requirements and the QSLA Scope of Work.
- Work closely with CCALA QSLA Management and all QSLA partners to ensure effective, efficient and consistent county-wide implementation.
- Develop evidence-informed Family Education workshop curriculums, Train the Trainer workshops to accompany the curriculum, and supplemental content that supports the family engagement work of QSLA's diverse early learning programs.



- Develop content and/or partner with other organizations to develop content to fit asynchronous learning platforms, live webinars, and/or in-person presentations.
- Develop and implement an annual Family Education training calendar for QSLA participants across LA County.
- Coordinate and lead training and professional development events, both virtually and in-person, for early learning professionals
- Collect and review Family Education program data to inform model development and enhancements.
- Support QSLA and CCALA family engagement efforts, working closely with all collaborative partners, consortium partners, and R&R agencies to ensure effective, efficient and consistent county-wide implementation of the family engagement and education models
- Maintain project compliance through knowledge of and adherence to the QSLA contracts' Scopes of Work.
- Assist the CCALA QRIS Program Manager, Coaching Manager, and in the ongoing development and documentation of the QSLA Family Education model.
- Maintain effective communication with Alliance agencies, QSLA participants, collaborative partners, funders and others to ensure effective program implementation and achieve project deliverables.
- Assist QRIS Manager in the preparation of program data reports to ensure timely, accurate reporting to QSLA funders and stakeholders, as needed.

### **Additional Responsibilities**

- Participate in events as needed to help maintain CCALA and QSLA visibility with funders and other current and potential stakeholders.
- Attend designated community meetings and other meetings, as needed.
- Perform other duties as assigned.

### **Qualifications**

- Bachelor's Degree is required; Master's degree, or equivalent experience, preferred in child development, education, social work, psychology, public health, or related field.
- Minimum of 3 years of relevant experience including working with families and early childhood education professionals, including family childcare providers, teachers, coaches, supervisors or directors.
- Familiarity with the Strengthening Families Protective Factors Framework
- Experience developing content and providing engaging training opportunities for adult learners that are reflective of adult learning theory
- Familiarity with the Los Angeles child care delivery system and childcare provider population.
- Knowledge of family engagement research and best practices
- Strong interpersonal skills including the ability to work effectively with diverse populations
- Effective time management and organizational skills and the ability determine priorities and to work under deadlines with great attention to detail.
- Self-motivated, innovative and able to work independently on multiple tasks
- Effective problem solving skills.
- Effective written and verbal communication skills that utilize a strength-based approach



- Strong computer skills, including experience with Microsoft Office Suite, Google Suite, Able to analyze relevant programmatic data to enhance or refine program content and methods of delivery to best meet the needs of early childcare providers.
- Experience and comfort with public speaking and group facilitation, in person and virtually
- 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.
- Ability to work an occasionally flexible schedule, with some nights and weekends each month
- Valid CA driver's license and insurance coverage which meets CA standards, if using personal vehicle for work related travel.
- Ability to transport materials and supplies to events as needed.
- Fluent (reading, writing, speaking) in Spanish

### **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 often required to stand for several hours in the delivery of in-person trainings. The employee is occasionally required to 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.