



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 1200+ people strong and growing!

You could play a key role supporting the **Early Care & Learning** Division! Go to our job board to apply: [job board](#)

The CCP Coach job at a glance

General Summary

Under general supervision of the Supervisor, the CCP Coach works collaboratively with families, childcare providers, Early Care and Learning (ECL) and Child Care Financial Assistance (CCFA) program staff, and community partners to strengthen the overall services provided within the ECL Birth to Five program option. The CCP Coach provides training and guidance/assistance related to applying for licensing to licensed Child Care Centers (CCCs) or Family Child Care Homes (FCCs) to ensure high quality comprehensive early childhood services are provided to enrolled participants and are in compliance the Head Start Program Performance Standards and State of California Licensing regulations.

This position is full-time and requires working a non-traditional schedule as needed (i.e., weeknights and weekends). This is a field based position consisting of working remotely and in the field at provider locations. This position travels between San Fernando Valley and Antelope Valley.

Core Benefits!

- **Field-Based** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and ***90%*** vision coverage!
 - There are a variety of medical and dental plans offered.
 - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a ***5% contribution*** and may participate in the ***match of 50% up to the 1st 7% of deferrals***
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for **learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, the CCP Coach will perform the following responsibilities:

Coaching and Mentoring (50%)

- Develop, plan, and implement group trainings; educate, mentor, model and assist on a variety of ECL Birth to Five requirements and topics that the provider must meet. This includes supporting provider utilization of training materials, role modeling to build the provider's skills within the provider's childcare program to meet the contract requirements. Travel to conduct training activities as needed.
- Conduct one on one coaching and implement the Practice Based Coaching (PBC) model with assigned providers,

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which include the use of effective reflective supervision practices. At a minimum, coaching will occur two times a month virtually or in person per provider.

- Educate, mentor and support providers with the implementation of the curriculum and while ensuring curriculum fidelity.
- Support providers within the learning environment to create an atmosphere that promotes family participation and program management
- Educate, mentor and support providers in the implementation of school readiness goals.
- Provide feedback on lesson plans, individualization, and observations collected for Desired Results Developmental Profile (DRDP) and ASQ assessments.
- Conduct ongoing health and safety inspections and develop plans with assigned providers to address any health and safety concerns. Travel to conduct inspections as required.
- Coach and model for providers on implementing the required home visits annually to families enrolled in the HS Birth to Five program.
- Monitor and analyze data and complete reports as it relates to Educational Services, child outcomes and school readiness
- Coach and guide providers on Child and Adult Care Food Program (CACFP) requirements.

Compliance (30%)

- Mentor and support providers in meeting HS Federal and State program requirements, including their completion of the Child Development Associate certificate program within 18 months of contracting with CCP and the ongoing coursework required to obtain an Associate of Arts, or higher education degree.
- Collect data needed to ensure continuous quality program improvement.
- Work collaboratively with providers, families, program staff and community partners to strengthen the overall services provided within the ECL Birth to Five program.
- Implement and maintain accurate record keeping and reporting practices that protects personal information of children and families.
- Document required data into ChildPlus and Learning Genie on an ongoing basis and in a timely manner.
- Maintain physical provider and family files in a secure location.
- Produce reports after every concluded visit, observe for trends and patterns and submit aggregated reports for caseload to the ECL Birth to Five Supervisor on a monthly basis.
- Maintain a system of confidentiality for data, records, and information of Head Start families at all times.
- Support with referral process on all comprehensive services.
- Partner with families and providers to design and implement a smooth transition plan for child and family when applicable.
- Support provider to monitor and track the individual attendance of each child in assigned caseload and implement intensive case management to improve attendance when needed.

Comprehensive Services (20%)

- Collaborate with Provider to ensure the implementation of the parent, family and community engagement and assists with the family's involvement in program activities, program governance, advocacy while at the same time ensures the families are involved in their child's education. Work with families in order to develop family partnership agreements that build on strengths and identify action steps and timelines to reach future goals. Travel to meet family and/or provider as needed to ensure engagement.
- Recruit and screen new providers to participate in the program.
- Facilitate Parent Committees (PC) and coordinates parent workshops for the HS Birth to Five program.
- In order to maintain full enrollment, participate in recruitment activities; assist with the promotion of HS Birth to Five services within the San Fernando and Antelope Valley service areas, participate in Subsidy Family Assessment Orientations, and conduct initial intake of potential families interested in HS Birth to Five.

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Remain current on program requirements and practices.
- Participate in Multidisciplinary Team Meetings (MDTMs), prepare and present applicable cases.
- Represent the program and agency at outreach events in the community, including community fairs, conferences, workshops, visits, program meetings and events.
- Transport families in agency vehicle to community service agencies for professional assistance as approved and when necessary.
- Participate in annual Self-Assessment of HS/EHS program.
- Assist with preparing and updating annual Family and Community Partnerships written plan consistent with Head Start Performance Standards.
- Participate in Parent Committee meetings.
- Attend and participate in professional development trainings, and/or certifications.
- Provide professional information and resources.
- Perform other duties, as assigned.

Job Specifications

Minimum Required

- **Education:** Bachelor's Degree in Child Development, Early Childhood Education or related field, including a minimum of 24 semester units in Child Development or Early Childhood Education.
- **Experience:**
 - Three years of teaching experience in a classroom as a Lead, Home Base Visitor or as an Applied Behavior Analysis Specialist (ABA) with children ages zero to five.
 - Experience with developing, organizing, planning and conducting training on Early Childhood related topics.
 - Working knowledge and experience with reflective practice, California Department of Education's Desired Results Developmental Profile (DRDP) System, Head Start Early Learning Outcomes Framework, the California Infant/Toddler and Preschool Learning Foundations, California Infant/Toddler and Preschool Curriculum Frameworks, Classroom Assessment Scoring System, Environmental Rating Scale, Ages & Stages Questionnaire and ability to implement the systems.
- **Professional/Technical Certifications:** is willing to be trained, in Creative Curriculum Fidelity, and Practice Base Coaching Model within 90 days from the date of hire.
- **Technical Requirements -**
 - Intermediate proficiency level using Excel, Word, Adobe, Outlook, and PowerPoint.
 - Experience using Zoom and/or Microsoft Teams.
- **Behavioral:**
 - Effective communication; ability to work with various learning styles; ability to work professionally with adults and children and demonstrate a supportive attitude to families.
 - Ability to maintain confidentiality and work professionally with clients.
 - Effective organization skills and customer service.
 - Effective interpersonal skills; ability to successfully engage and work collaboratively with others one-on-one and in group settings. Ability to maintain cooperative, diplomatic working relationships with co-workers, supervisors, and the community.
 - Ability to work effectively in challenging environments.
 - Ability to be flexible, innovative and adapt to the changing needs of the department/agency.
 - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.

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- Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
- Show ability to have flexibility, maturity of judgment, and ability to work collegially.
- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 25% of travel between San Fernando and Antelope Valley locations and will consist of meeting with families, childcare centers and Family Child Care providers, attending meetings, trainings, CCRC sponsored events and conferences. Some overnight travel may be required. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- **Work Schedule:** This position is full time, 40 hours per week; will work a non-traditional schedule (i.e., weeknights and weekends).
- **Work environment** This is a hybrid work environment and consist of working at home, in the field, and/or at headquarters' office location. This position will visit child care providers which include Family Child Centers and Pre-School Centers, early learning environments/classrooms for children ages birth to 5, outside playgrounds and play structures.
- **Background & Health Clearance Requirements: Head Start / CCP**
 - **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
 - Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
 - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with "at risk" populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
 - **MVR / DMV clearance** in accordance with CCRC's liability insurance provisions: For positions where driving is required.
 - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
 - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
 - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Preferred

All minimum requirements above met, plus:

- **Education:** Master's Degree in Child Development, Early Childhood Education or related field. Completed six units in infant/toddler coursework.
- **Experience:** Five years of teaching experience with children ages zero to five. Prior experience working within Head Start. Experience working with family childcare providers and childcare center staff as a mentor providing professional guidance utilizing established approaches. Experience using creative curriculum and implementing Practice Base Coaching (PBC) model.
- **Professional/Technical Certifications:** Holds CLASS certification.
- **Technical Requirements** – In addition to above (list specifics):
 - Expert proficiency level using Excel, Word, Adobe, Outlook and PowerPoint.
 - Experience using ChildPlus, Learning Genie and Ages and Stages Questionnaire (ASQ) online.
- **Bilingual Preferred:** Ability to converse, read, write and/or translate in English and Spanish.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☒	☐	☐	☐	☐
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☒	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☒	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☒	☐	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☒	☐	☐	☐
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☒	☐	☐	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☒	☐	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☒	☐	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☒	☐	☐	☐

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	☒
Sitting: Particularly for long periods of time.	☐	☐	☐	☒	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	☐	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☒	☐	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	☒
Walking: Moving about on feet to accomplish tasks.	☐	☐	☒	☐	☐

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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