



Position Title: La Paz/Mohave Early Childhood Coordinator	Reports To: Program Manager
Status: Exempt	Program: La Paz/Mohave Professional Development

General Summary:

Oversee the coordination and implementation of operations for the Professional Development Program, oversight of the ASCC La Paz/Mohave office and the oversight of other programs that may be developed.

Essential Duties/Responsibilities:

1. Supervise all Professional Development staff and provide oversight of ASCC's Lake Havasu City Office.
2. Recruit, hire, evaluate, manage, train and provide oversight to La Paz/Mohave Professional Development staff.
3. Develop, maintain and analyze the database of participating individuals and incentives for the Professional Development Program.
4. Ensure that proper internal controls and the entry and integrity of data collection are kept current and accurate.
5. Gather, review, aggregate and analyze data pertinent to the projects and make recommendations for any needed changes.
6. Deliver community outreach, program assistance and technical support to participating and potential providers.
7. Develop an annual outreach plan.
8. Promote the La Paz/Mohave Professional Development Program and other ASCC programs by collaborating with community stakeholders, funders and policymakers.
9. Develop collaborations and memorandums of understanding with community colleges.
10. Prepare program statistics for monthly, quarterly and annual reports as required by ASCC, First Things First, Regional Councils and others as needed.
11. Develop, manage and monitor the project budget.
12. Represent the La Paz/Mohave Professional Development Program and ASCC at early childhood meetings and on early childhood committees, as requested.
13. Act as a liaison between ASCC, First Things First Regional Councils and the Professional Development Program, as requested.
14. Coordinate with other ASCC programs to promote and market the Professional Development Program.
15. Assist with grant writing, as needed.
16. Knowledge and use of computer technology.
17. Ability to lift up to 25 lbs.
18. Facilitate regular program staff meetings.
19. Attend all staff and agency mandatory meetings.
20. The ability to maintain objectivity. Includes the knowledge and ability to maintain confidentiality and high ethical standards.

21. The ability to work cooperatively with other staff member and the community.
22. Attend La Paz/Mohave First Things First Regional Partnership Council Meetings.
23. Other duties as assigned by the Program Manager and/or the Chief Executive Officer.

Minimum Qualification:

1. Bachelor's Degree from an accredited college or university in Early Childhood Education or related field.
2. Three years of experience in a supervisory position.
3. Three years of related work experience in the early childhood field.
4. Register with the Arizona Early Childhood Workforce Registry and, at a minimum, meet Lattice Level criteria for the position per funding requirements.
5. Ability to travel throughout the state, have a valid Arizona Driver's License, current vehicle insurance, and have reliable transportation, by automobile, available at all times.
6. To meet the agency insurance requirements, a copy of your most recent 39-month Motor Vehicle Record is required to be submitted upon hire. No more than one (1) at-fault accident or two (2) moving violation tickets not listed under the "major ticket" category, as defined by the ASCC Insurance company (list available upon request) may be on your 39-month driving record.

Knowledge and Skills:

1. Knowledge and experience in creating, maintaining, tracking documentation and database systems.
2. Cultural awareness and understanding of needs of the communities the Program

serves.

3. Knowledge of local community resources and child care required.
4. Experience with outreach activities and marketing, preferred.
5. Familiarity with La Paz and Mohave Counties.
6. Attention to detail with ability to perform assignments and job responsibilities efficiently and accurately.
7. The ability to supervise and mentor staff.
8. The ability to work independently and as a team member.
9. The ability to deliver quality customer service, demonstrate effective problem solving skills, and provide leadership in a productive team environment.
10. The ability to communicate professionally and effectively both verbally and in writing.
11. Knowledge and use of computer technology.
12. Flexibility to work evenings and weekends as needed.
13. Maintain a professional appearance in accordance with agency policy.
14. Demonstrate passion and commitment to the agency's mission in early childhood.
15. Ensure the professional appearance of the office environment is maintained.

NOTE: The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signed: _____ Date: _____