

Program Specialist, Child Development Apprenticeship
Coordinator

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243748>

Downloaded On: Sep. 1, 2024 2:13am

Posted Aug. 28, 2024, set to expire Sep. 15, 2024

Job Title	Program Specialist, Child Development Apprenticeship Coordinator
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Aug. 28, 2024
Application Deadline	09/15/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Program Specialist, Child Development Apprenticeship Coordinator

Closing Date: 9/15/2024

Definition:

Mission College is seeking a talented, equity-minded individual to fill the position of Program Specialist - Child Development Apprenticeship Coordinator.

Mission College, located in the heart of Silicon Valley, is seeking a dynamic leader who thrives in a fast-



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paced and innovative environment. Recognized as both a Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution, Mission College is known for the strength of our academic programs and faculty as well as our equity-minded and student-focused approach that combines high-tech and high-touch.

The Mission College Program Specialist for the Childhood Development Apprenticeship Program will be responsible for collecting enrollment and outcomes data and reporting to the Dean of Workforce Development for reporting to the Standards Sponsor, ECEPTS, and District Finance and the State Chancellors Office. This position work closely with community partners where the program is being conducted, primarily at the EDUCARE site in San Jos. The Santa Clara County Office of Education is another partner with a keen interest in placing the program completers in various sites throughout the county. Through this program, students will earn units towards advancement within the child development permit matrix. Under the direction of the Apprenticeship Dean and the Child Development Department Chair, the coordinator will contribute to the sustainability and implementation of on-the-job training and teacher preparation program.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

Assignment:

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of November 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: Mission College, Santa Clara, CA

Salary and Benefits:

Anticipated Hiring Range:

- \$7,462.33-\$8,149.00 monthly (WVMCEA Salary Schedule, Range 64, Steps A-C).



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Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- Two years of responsible experience in child development.

Education:

- Equivalent to an Associates degree from an accredited college with major coursework in child development or related fields.

License and Certificate:

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- May need to possess an appropriate, valid California drivers license as required by the position.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Plan, coordinate and schedule program-related services, activities, events, and meetings.
- Plan, prepare, edit and proofread a variety of materials such as contracts, course outlines, correspondence, requisitions, student records, timesheets, statistical and annual reports, and program guidelines, policies, and procedures.
- Provide information and assistance to students, district faculty and staff, and community members and/or outside groups regarding program operations, activities, and eligibility.
- Serve as initial point of contact for program participants; provide support and advice to students regarding program processes and regulations, and make referrals to appropriate campus and community resources as necessary; assist with problem solving and selecting appropriate solutions.
- Communicate with instructors, vendors, and suppliers regarding program facilities, supplies and equipment; maintain supply inventory; monitor and report needed equipment repairs.
- Create program marketing materials; participate in recruitment and outreach events.
- Recruit, select, train, evaluate, and direct the work of student workers and/or contract employees; may review proposals and negotiate terms with contract employees.
- Monitor and analyze data and prepare various financial and narrative reports; may monitor program budget.
- Evaluate the completeness of student applications for assigned programs; coordinate program intake processes; assure compliance with program-related regulations; communicate with students regarding missing documents.
- Maintain program facilities in a clean and orderly condition; may coordinate custodial and maintenance functions with district staff; may adjust and perform maintenance or minor repairs to equipment as needed.

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- Make recommendations, place orders, and maintain records for the purchase of office equipment and supplies; prepare and process a variety of contracts, purchasing requests, and invoices; receive and store supplies.
- Communicate and coordinate with district and department managers, faculty, and staff to provide information on program services; may assist with development of program policies and procedures.
- Organize and maintain extensive and confidential databases, records, and student files for assigned program.
- Interpret, articulate, and disseminate information on applicable laws and regulations to students and administrators. May function as office manager.
- May participate in and/or serve on various program-related district and outside committees, as assigned.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

N/A

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