

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Monica Host
Work Phone: 608-267-4995
2. Class Title (i.e. payroll title):
Child Care Coordinator
3. Working Title (if any):
Child Care Coordinator
4. Name & Class of First-Line Supervisor:
Jim O'Keefe Community Development Division Director
Work Phone: 608-266-7856
5. Department, Division & Section:
Dept of Planning & Community & Economic Development, Community Development Division, Child Care Section
6. Work Address:
215 Martin Luther King Jr. Blvd., Madison WI 53701
7. Hours/Week: 7.75
Start time: 8:00 am End time: 4:30 pm
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

Under the direct supervision of the Community Development Division (CDD) Director, this position oversees the Madison Accreditation and Child Care Assistance Programs and provides direct oversight of the work of the Division's Child Care Section, which is comprised of six child care specialists and the child care assistance coordinator. Working with the CDD Director, and with input from City Council members, the Early Childhood Care and Education Committee and the early childhood education community, the position is responsible for establishing the direction and roles of the Section and with helping to integrate these roles into the broader mission of the Division. This position oversees the budget of the child care assistance program and grants to centers and has primary responsibility for the oversight of community resource agencies and programs that are focused on children and families. This individual is a member of the CDD management team.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

55% A. Oversee the Madison Child Care Accreditation Program

1. Coordinate the assessment and accreditation processes of child care centers and family child care systems according to Madison standards. Provide leadership and focus to child care section. Communicate policy goals and expectations to staff of participating community agencies.
2. Assign accreditation work and provide direction, supervision and training to child care specialists regarding accreditation processes and components of high quality early childhood care and education for children aged birth-12 years that is provided by participating agencies.
3. Oversee training, technical assistance and consultation services offered to programs by child care specialists. Review and recommend disposition of requests from accredited centers for child care grants for equipment, materials and other program resources.
4. Ensure that accreditation processes and documents are current, reflect researched-based best practices of the early childhood field (including 4K) and verify compliance with state and local requirements and regulation. Review and revise City accreditation standards as needed. Approve on-going professional development for child care section staff to maintain their continued credentials and expertise.
5. Provide technical assistance, consultation and support to community partners, child care agencies and institutions to establish and maintain a high quality of early childhood care and education programs for children and families in Madison.
6. Represent the city of Madison before Accredited child care agencies and in community-wide efforts and collaborations with stakeholders such as the Madison Metropolitan School District, WI State Child Care Licensing officials, the University of Wisconsin Child Care Office, United Way and others.

15% B. Oversee the Madison Child Care Assistance Program.

1. Supervise staff in activities related to the determination of eligibility, enrollment and participation of families in the Program.
2. Monitor the budget, approve expenditures and review and analyze Program data.
3. Authorize tuition assistance payments to centers.
4. Play a lead role in establishing program policies and ensuring consistency with relevant City ordinances.
5. In concert with the CDD Director and management team, and the City Council, adapt and coordinate the use of Program funds, where appropriate, to help support broader Division and City goals and strategies.

15% C. Help Administer Program Resources Used to Support Child Care Services

1. Collaborate with other Division managers in the development and implementation of funding processes that are used to support agencies and programs focused on young children and families.
2. Oversee the review of funding requests and help formulate recommendations to allocate resources among agencies and activities focused on serving children and families.
3. Oversee the development and content of contracts with funded agencies, as well as the administration of such contracts.
4. Provide direction regarding communications with agencies and child service providers on issues related to program design, contract compliance and monitoring standards.
5. Administer the contracts with the organizations selected by the City to accredit family child care providers and to collect and analyze child care data collection.

15% D. Serve as part of the CDD Management Team

1. As a member of the Division's management team, participate in the development and execution of the City's policies, strategies and funding decisions with respect to human services activities supported through the Division.
2. Assist the Director in preparing and monitoring the CDD operating budget, particularly for activities pertaining to child care services.
3. Help to formulate policies and initiatives that integrate support for child care services into broader efforts designed to sustain families and strengthen neighborhoods.

4. Advocate for quality early childhood and school age programming as well as the needs and support for families within CDD discussions, and division budget planning.
5. Provide primary staff support and leadership to the Early Childhood Care and Education Committee and represent the CDD before the Mayor, City Council, City policy committees and the public on issues regarding the state of early education and care in Madison. Provide resources and data to city officials and departments.

12. Primary knowledge, skills and abilities required:

Knowledge of child development and early childhood education and care components for children from birth -12 years including agency administration and governance, capacity building and strategic planning, policy and budget development, parent support and child-teacher interactions, staff supervision and evaluation, child assessment, curriculum, physical space and program materials and program evaluation. Knowledge of the laws, regulations and standards that pertain to child care in the State of Wisconsin and the city of Madison and those involved in 4 year kindergarten. Ability to analyze programmatic and budgetary data and use it to make decisions. Ability to work effectively with community organizations focused on child care services, state regulators, parents, elected officials and the general public. Ability to supervise professional staff. Ability to communicate clearly and concisely.

13. Special tools and equipment required:

Possession of a drivers license.

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

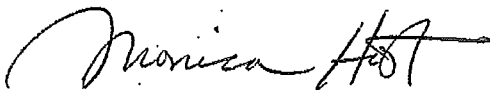
General supervision.

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).



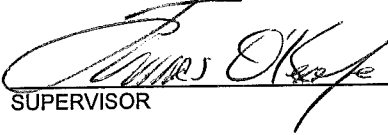
March 10, 2015

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).


SUPERVISOR

3/11/15
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.