

County Work (required)	California Department of Education work (mandated by legislature)	Planning Council Collaborative Program Administration Work (supports and enriches Council development)
<ul style="list-style-type: none"> • Child Care Centers (2) <ul style="list-style-type: none"> ✓ Advise on facility design, development, program, and staffing ✓ Develop budgets ✓ Conduct outreach and screening of potential contractors ✓ Supervise bid and selection process ✓ Maintain contracts and contract compliance ✓ Monitor center operations ✓ Liaison with center staff and county maintenance • County projects <ul style="list-style-type: none"> ✓ War on Poverty ✓ Monthly meetings w/GSA managers ✓ Disaster Planning -- Children and ECE functions ✓ Child care integration in community development and land use planning documents ✓ Others upon request by Board of Supervisors, COE, GSA, or other county departments (E.G. SSA) • Fee Generating Work <ul style="list-style-type: none"> ✓ Staff B-8 Committee for ICPC ✓ Green Preschools Project 	<ul style="list-style-type: none"> • AB212 Professional Development Program <ul style="list-style-type: none"> ✓ Organize and recruit eligible ECE programs ✓ Align AB212 Training Priorities with QRIS Core Components ✓ Negotiate and monitor contract with CalSac ✓ Develop and monitor budget ✓ Conduct funds transfer between AB212 Sites ✓ Recruit, train, and supervise 9 AB212 CLASS coaches ✓ Develop, organize and implement CLASS coaching and learning communities ✓ Monitor data input on First 5 database ✓ Organize and co-facilitate four AB212 Program Manager professional development meetings per year ✓ Plan, organize and implement first annual AB212 Participant Conference ✓ Determine and award participant stipends ✓ Develop manuals, slide shows, and training materials ✓ Conduct Class Reliability trainings ✓ 2014-15: organize unit bearing courses and stipend program for TK teachers • Planning Council Activities <ul style="list-style-type: none"> ✓ Staff meetings and activities, including four committees ✓ Recruit, organize and maintain required membership ✓ Conduct Yearly Needs Assessment ✓ Report to County Bd. Of Supervisors and CEO quarterly ✓ Monitor local, state, and federal legislation ✓ Create and maintain relationships w/state and national elected officials (meetings, Legislative Breakfast) ✓ Conduct Voluntary Temporary Transfer process ✓ Serve on relevant committees (ICPC, OEC, ACECPC, Oakland READS) ✓ Facilitate policy & funding partnership development (eg: EHS/Title 5) 	<ul style="list-style-type: none"> • CARES Plus <ul style="list-style-type: none"> ✓ Contract development w/First 5 ✓ Input data in the First 5 California CARES Plus database ✓ Conduct extensive outreach and recruit participant throughout the county ✓ Plan, develop and facilitate CARES Plus Information Nights, Orientations, and Focus Groups ✓ Train and provide supervision to 4 CARES Plus Advisors ✓ Conference with individual CARES participants 2x per year ✓ Track completion of CARES Plus component criteria • Quality Rating and Improvement System <ul style="list-style-type: none"> ✓ Negotiate contract w/First 5 Alameda County ✓ Recruit sites for participation ✓ Serve on state, regional, and local and state governance bodies ✓ Serve on QRIS Task Force Groups ✓ Plan and Co-chair the Alameda County Early Learning Challenge Grant Advisory Committee ✓ Serve on the Alameda County QRIS Leadership Infrastructure Committee ✓ Conduct quarterly series of 6 workshops on quality for emerging professional leaders

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