



**Request for Qualifications (RFQ)  
EARLY CHILDHOOD CARE PROVIDER**

**BACKGROUND**

**Proposition 10**

In November 1998, the California voters passed Proposition 10, the California Children and Families First Initiative, which added a 50 cent-per-pack tax on tobacco products. Revenue from the tax is deposited into a trust fund, then disbursed with the intent to promote, support and improve early development of children from the prenatal stage through five years of age. Eighty percent (80%) of these revenues are allocated annually to the 58 individual California counties to benefit children from prenatal to five years old. Each local Commission has control over their own funds and by law is empowered to make local decisions about how funds should be spent. The remaining 20% of the revenues supports statewide programs and research.

**State Commission**

The California Children and families Commission is responsible for state-level administration including developing program guidelines, reviewing county plans, and conducting annual program review and evaluation. The nine-member commission also spends 20% of the available revenues annually on mass media communications, parent and provider education, child care, research and administration.

**First 5 San Benito**

The San Benito County Board of Supervisors established the First 5 San Benito Children and Families Commission in 1999 to administer and allocate the County's portion of the Proposition 10 funds. The Commissioners represent county government, public health, social services, education, and early care and education. The commission is required to adopt a strategic plan to guide how funds will be spent and progress will be measured. Local planning must be consistent with state guidelines, and programs must be reviewed and evaluated annually.

Through the history of the organization, First 5 San Benito has made efforts to respond to the needs in the community and direct funding in a manner that will address identified needs and develop effective systems. Since local funding began in 2001, First 5 San Benito has distributed more than \$8 million within the community in the form of grant funding. In the FY 2011-12 strategic plan, the Commission restructured its investments in the community by decreasing funding to grantees and increasing F5 SBC's role in providing direct services in order to serve more children and their families. The 2013-14 strategic plan further refined this funding strategy, and the 2014-2017 strategic plan builds on the Commission's prior decisions to invest its resources in a manner that achieves the maximum impact.

Statewide, Prop 10 tax revenue has been declining, and its projected to continue declining in the future. However, first 5 California has included San Benito County in its small-county allocation and established a baseline of \$ 650,000 per year for the next three years.

## Summary of Position

First 5 San Benito is seeking part-time employees to provide quality care and play experiences for children and families involved in First 5 San Benito programs. Candidates should have experience and education in early childhood development and implementation of early childhood enhancement programs.

## Supervisor:

Early Learning Coordinator

## Position Supervised:

Part-time (15-20 hours weekly)

## Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement's listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Major Duties and Responsibilities:

- To provide quality care and play experiences for children ages 0-5 based on developmentally appropriate practices aligned with the State of California Preschool Foundations
- Provide administrative duties related to care and play experiences of children

## Required Knowledge, Skills and Abilities:

- Knowledge, training and education of developmentally appropriate practices for the specific age group (0-5) and ability to remain current on best practices and research in the early child development field
- Willingness to execute activities based on the developmental needs and individual goals of children and QIS sites as identified by Early Learning Coordinator
- Ability to communicate and cooperate with culturally, linguistically, and diverse children and families involved in First 5 San Benito programs and community events
- Ability to work as a cooperative and supportive member of an interdisciplinary team
- Ability and willingness to work in a private home, daycare, or preschool setting located in a high-risk, low-income community
- Ability and willingness to work evenings and weekends

## Desirable Qualifications:

- Bilingual/Biliterate (Spanish)

## Licenses, Certification and Clearances

- Possess an appropriate California Driver's License with evidence of insurability
- Must obtain a current DOJ criminal history clearance which includes both federal and state federal criminal record checks
- Must show proof of current certification as a Mandated Child Abuse reporter
- Must meet Tuberculosis Requirements (California Health and Safety Code sections 121525-121555)
- Must provide proof of immunizations

**Statement of Qualifications Submission:**

For consideration, all interested parties should submit a written Statement of Qualifications. The statement should be based on the applicant's professional and logistical qualifications.

**Deadline:** December 5, 2016

**Statements of Qualifications** may be mailed or hand delivered to the following

Submit qualifications statement to: **Lisa Faulkner**  
**Executive Director**  
**First 5 San Benito**  
**351 Tres Pinos Road, Suite 100A**  
**Hollister, CA 95023**

No other location is acceptable for delivery. The Commission is not responsible for delayed or lost proposals that miss the submission deadline. Submissions should be type-written. There is no page limit requirement, but submissions should be as brief as possible, while providing a clear picture of the applicant's qualifications to conduct the work required.

- Include a resume
- List at least two recent employers to serve as reference along with a letter of recommendation from someone other than a family member of the employee that they would allow their child to be in the employee's care
- Include a brief narrative describing your background and level of expertise in the area and nature of services rendered

