



## EARLY CHILDHOOD EDUCATION PROGRAM SPECIALIST

<b>Reports to:</b>	Child Development Center Director		
<b>Dept:</b>	Career & Technical Education – Child Development	<b>Range:</b>	20
<b>FLSA:</b>	Non-Exempt	<b>EEO:</b>	Professional/Nonfaculty

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### **BASIC FUNCTION:**

Under direction, assist in the daily operations of the Child Development Center Campus Laboratory School serving children ages 18 months to 5 years and their families; supervise and provide support to lead teachers, apprentices, student interns, service learners, student workers, parents, volunteers and community members; participate in modeling best practices and professional behaviors in early childhood classroom instruction and assist in assessing staff performance and children's growth; support the linkage between the instructional components of the Child Development Center and the Child Development Program; and perform related duties as assigned.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Assist in the supervision of lead teachers, apprentices, interns, service learners and observers to ensure a continuous quality program; provide mentoring and demonstrate and role model developmentally appropriate methods and practices; serve as a resource to service learning students and interns.
2. Participate in the screening, hiring and training of apprentices and others; schedule, design and conduct training, conduct meetings, perform observations and provide feedback to student learners on practical skills and strategies and approaches for curriculum development.
3. Assist in the planning, design and implementation of developmentally appropriate learning environments and a daily schedule of activities for young children that include attention to cognitive development, creative expression, physical-motor development, social and emotional development, and multicultural experiences.
4. Assist in the design, preparation, implementation and evaluation of classroom and instructional materials appropriate for learning activities for both young children and their families as well as for the college instructional programs.

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5. Assist in the written assessment and evaluation of children's growth and development, as well as the planning and conduct of parent-teacher conferences and home/school communication.
6. Assist in the assessment of parent concerns and assist with parent orientations to ensure effective understanding of and involvement in Center policies and procedures on the part of program families; assist in ongoing parent education events and experiences; conduct family forums and book clubs and meet informally with parents to address parenting and child development issues and concerns.

### **OTHER DUTIES:**

1. Monitor compliance with and coordinate implementation of all licensing regulations (both Title 5 and Title 22) pertaining to daily operational needs of Center children, families, staff and students; participate in performing daily walkthroughs of Center facilities and conduct periodic physical inspections; ensure all required files and documentation are maintained as required.
2. Assist in the assessment and evaluation of opportunities for college student education and training; assist in observations and evaluations of participating college students within and across classrooms.
3. Assist in the design, implementation and ongoing evaluation of the inclusion component of the Center; support liaison with local school districts and related community programs, services and agencies.
4. Assist in the appropriate application of technology within Center operations to improve the accuracy and efficiency of recordkeeping and enhance learning across all aspects of the Center.
5. Act on behalf of the Center Director in that individual's absence.
6. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

1. A college laboratory school environment, including the relationship between the collegiate programs and the day-to-day operation of the Child Development Center.
2. Principles and practices of child growth and development.
3. Current concepts, strategies and best practices used in inclusive early childhood care and education; developmentally appropriate and culturally sensitive early childhood curriculum.
4. Health, safety, and nutrition requirements of young children.

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5. Title 5 and Title 22 licensing requirements.
6. Methods of observing, recording and evaluating both child and adult behavior.
7. Oral and written communications skills, including uses of technology.
8. Interpersonal skills including empathy, tact, patience and respect.
9. Principles and practices of student-teacher mentoring and staff supervision.
10. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

### ABILITY TO:

1. Apply theoretical concepts of child growth and development to practical situations.
2. Design developmentally appropriate, inclusive, culturally sensitive physical and social environments for young children, consistent with regulatory requirements.
3. Plan, develop and implement educational experiences for children and adults.
4. Observe and reach sound conclusions regarding the skills and development of both young children and apprentices and apply these data skillfully and respectfully in providing feedback.
5. Prepare evaluations of children, students and volunteers.
6. Assist in the training, supervision and evaluation of Center personnel.
7. Provide liaison with Center families and with community agencies.
8. Maintain a healthy and safe environment in accordance with regulatory requirements.
9. Work independently with minimal direction.
10. Analyze situations accurately and adopt effective courses of action.
11. Meet schedules and time lines.
12. Maintain records and prepare reports.
13. Work confidentially with discretion.
14. Communicate effectively, both orally and in writing.
15. Understand and follow written and oral instructions.
16. Operate a computer and standard business software.
17. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
18. Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE:**

A combination of education and experience that indicates eligibility for a Site Supervisor Permit on the Child Development Permit Matrix through any of the following options as noted below.

- Option 1: Any AA/AS degree or 60 units that includes a) 24 ECE/CD units with core courses (must have a minimum of 3 semester units in each of the core areas -- child/human growth & development; child/family/community or child and family relations; and programs/curriculum); b) 6 administration units; c) 2 adult supervision units; and d) 350 days of 3+ hours per day, within the last four years, of related work experience with young children and their families, including at least 100 days of supervising adults.
- Option 2: Any BA/BS degree or higher, with 12 units of ECE/CD, plus 3 units of supervised field experience in an ECE/CD setting.
- Option 3: California Administrative Services Credential, with 12 units of ECE/CD, plus 3 units of supervised field experience in an ECE/CD setting.
- Option 4: Valid California Multiple Subject teaching credential or a Single Subject teaching credential in Home Economics, with 12 units of ECE/CD, plus 3 units of supervised field experience in an ECE/CD setting.

All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college.

### **LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Eligibility for a Child Development Site Supervisor Permit or higher, issued by the State of California, Department of Social Services, Community Care Licensing Division.

Pediatric CPR and First Aid Certificates, which can be obtained once employed.

### **WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

ECE Instructional Specialists, ECE Instructional Apprentices, student interns, student workers, substitute teaching staff, service learners, observers, college students and parent volunteers.

### **CONTACTS:**

Co-workers, other departmental staff, students, faculty, district/campus officials, personnel from related community agencies, the general public and Center parents and families.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate physical effort with frequent to constant standing and walking for extended periods; frequent bending, kneeling and stooping; walking over rough or uneven surfaces; frequent lifting, carrying, pushing and pulling of equipment, objects and/or children weighing up to 35 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices; ability to travel to and from a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications, including negotiations and conflict resolution, with a variety of individuals and/or groups from diverse backgrounds including children, personally, by phone and in writing on a regular, ongoing basis; ability to work effectively on a variety of tasks concurrently while meeting established deadlines and changing priorities; ability to appropriately respond to emergency situations on an as-needed basis.

**WORKING CONDITIONS:**

Primarily an indoor Child Development Center (office) environment and occasionally an outdoor playground environment; intermittent exposure to hazardous materials such as blood-borne pathogens, bacteria, viruses and other substances that may require use of protective gloves. Subject to frequent interruptions by individuals in person or by telephone; intermittent exposure to individuals acting in a disagreeable fashion. Appointment may include assistance in Child Development Center classrooms. Occasional local travel may be requested.