

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **CHILD DEVELOPMENT SPECIALIST**

#### **BASIC FUNCTION**

Perform a variety of instructional and clerical duties to assist in the planning and implementation of program and services for children 12 months to 5 years of age.

#### **SUPERVISION RECEIVED**

Receives general supervision from a Child Development Center Manager.

#### **REPRESENTATIVE DUTIES**

1. Provide supervision of assigned groups of children to assure safety and welfare; refer ill or injured children to the Supervisor; plan, provide and evaluate indoor and outdoor learning environments.
2. Plan, prepare, oversee, and implement an age-appropriate children's program/curriculum in accordance with state regulations and the policies of the Child Development Center; prepare daily lesson plans; maintain a safe, clean and healthy learning environment.
3. Observe the behavior and health of children throughout the period of attendance=. Implement appropriate rules of conduct, maintains discipline and provides suitable environment in classroom and outdoor environment.
4. Document and collect skill samples in accordance with appropriate state forms for use in children's assessments, evaluations, and lesson plans; maintain a portfolio on each child.
5. Support staff, student workers, and lab students in the implementation of lesson plans; plan, direct, and evaluate the work of College students assigned to the learning laboratory.
6. Prepare for and conduct bi-annual parent conferences. Communicate regularly and meet with parents to discuss children's development, achievements and behavior concerns as needed and to encourage parent participation.
7. Conduct ongoing child assessments with the children and their parents and use the results to plan for individualization.
8. Collaborate with relevant parties to create and implement tailored early intervention strategies. Attend IEP meetings with external districts, complete necessary paperwork, identify private resources for families, and recommend accommodations based on input from families or outside agencies. Perform a variety of clerical duties involved in daily attendance, meal counts, medications control and others. Maintain current inventory of classroom equipment and supplies; open and close facility as necessary.
9. Maintain a safe, clean, and healthy learning environment.
10. Works collaboratively with the CDC Aide to carry out the policies and procedures of the Center.
11. Attend and participate in training events for state and federal program regulations.
12. Perform related duties as assigned.

## **Child Development Specialist - Continued**

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

1. Fundamentals and basic subject matter, terminology, techniques, equipment and materials used in the early childhood education, general child growth and development principles.
2. Developmentally appropriate curriculum practices for infants, toddlers and preschoolers including: child development theory, curriculum, group and individual teaching techniques
3. Methods and procedures of preparing instructional materials.
4. Methods of observing, evaluating and recording child behavior.
5. Child care abuse reporting regulations.
6. Community resources available to parents.
7. Effective customer services skills, how to compose effective correspondence and basic record-keeping.
8. Applicable health and safety regulations.
9. Applicable federal, state, and local laws and regulations.

#### **Ability to:**

1. Plan and direct the activities of a child development center. Apply methods and procedures to be followed in an instructional situation.
2. Provide lead direction to short-term staff and/or student workers.
3. Apply theoretical concepts of child development to concrete situations.
4. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community.
5. Operate a computer and a variety of software applications to create documents, planning forms and learning materials.
6. Communicate effectively both orally and in writing.
7. Learn, interpret and apply departmental and District policies, rules and regulations;
8. Lift and carry children; understand and follow oral and written instructions;
9. Work independently with little direction at a variety of assignments;
10. Work cooperatively with others.
11. Administer basic first aid and cardiopulmonary resuscitation.
12. Provide input to evaluation of CDE students working in the classroom as a laboratory assignment.

### **EDUCATION AND EXPERIENCE**

Any combination equivalent to:

#### **Option 1:**

- Graduation from high school supplemented by twenty-four (24) units early childhood education/child development (ECE/CD) including core courses AND
- Sixteen (16) General Education (GE) units AND
- Two (2) years of experience as a teacher, tutor, instructional aid; or completion of an associate degree or higher in early childhood education/child development or related field, including three (3) semester units supervised field experience in ECE setting; or the equivalent AND
- Three (3) theory units specific to the infant/toddler in early childhood education and development

#### **Option 2:**

- Complete an associate degree or higher in early childhood education or child development or a related field.
- Complete three semester units or four quarter units of supervised field experience in an early

childhood education setting

- School-Age Emphasis under this option may be obtained by completion of an associate degree or higher in school-age education, including three semester units of supervised field experience in an early childhood education setting.

### **LICENSES AND OTHER REQUIREMENTS**

Possession of a current Pediatric First Aid and CPR Certificate. Possession of, or eligible to obtain a Child Development Teacher permit, Child Development Master Teacher permit, or Site Supervisor permit issued by the Commission on Teacher Credentialing, in compliance with state regulations. Permit must be valid for the duration of employment. Position may require food handler's permit within the first six months of employment.

### **WORKING CONDITIONS**

**Environment:** Work is performed in a child development center with both indoor and outdoor areas; exposure to bodily fluids and communicable diseases; subject to noise from children; frequent interruptions.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate and exchange information; and to occasionally travel to other locations

### **EMPLOYMENT STATUS**

Bargaining Unit Position

**CHILD DEV SPEC.DOC**

**RANGE 10**

**6/98**

**REVISED: 7/03; 8/08; 7/25**