

DESERT COMMUNITY COLLEGE DISTRICT

CHILD DEVELOPMENT SPECIALIST

BASIC FUNCTION

Under the direction of the Director, Child Development Center, perform a variety of instructional and clerical duties designed to assist the Director in the planning and implementation of developmentally appropriate programs and services for children 12 months to 5 years of age, in the McCarthy Family Child Development and Training Center which includes supervision of Early Childhood Education lab students, student workers, volunteers and groups of children; plan, develop and implement lesson plans for assigned groups of children.

REPRESENTATIVE DUTIES

1. Provide continuous supervision of assigned groups of children to assure safety and welfare; refer ill or injured children to the Director. ***E***
2. Plan, oversee and implement an age appropriate children's program in accordance with state regulations and the policies of the Child Development Center; ; prepare daily lesson plans and design, plan and implement developmentally age-appropriate curriculum according to state funding terms and conditions and center goals and objectives. ***E***
3. Observe the behavior and health of children continually throughout the period of attendance; provide and promote appropriate guidance and discipline techniques to children; document and collect skill samples in accordance with state Desired Results forms, for use in children's assessments, evaluations and lesson plans; maintain a portfolio on each child. ***E***
4. Provide direction and oversee student workers and lab students in the classroom and in assuring the smooth coordination of classroom activities and student/child relationships; support staff and lab students in the implementation of lesson plans; plan, direct and evaluate the work of College students assigned to the learning laboratory. ***E***
5. Under the Director's supervision, communicate with parents on a daily basis, gathering input and giving feedback on the child's progress; conduct bi-annual parent conferences sharing pertinent information in the child's growth and development based on the analysis of the Desired Results Development Profile; conduct special conferences as required. ***E***
6. Perform a variety of administrative duties involved in daily attendance, meal counts, medications control and others; operate a computer and a variety of software applications to create documents, planning forms and learning materials. ***E***
7. Perform housekeeping tasks and maintain a safe, clean, and healthy learning environment that is inviting and supportive of ethnic, cultural, and family diversity; maintain, and store equipment and supplies used in the course of daily activities. ***E***
8. Set-up and maintain physical environments in accordance with the state standards, Environmental Rating Scales, adapting to the current needs and interest of the children; maintain current inventory of classroom supplies; open and close facility as necessary; plan, provide and evaluate indoor and outdoor learning environments. ***E***
9. Administer health checks to students upon arrival at the Center. ***E***
10. Participate in staff meetings, staff development activities and workshops. ***E***
11. Communicate effectively orally and in writing. ***E***
12. In the temporary absence of the Director, serve as acting director and designated contact person.

13. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Fundamentals and basic subject matter, terminology, techniques, equipment and materials used in the McCarthy Family Child Development and Training Center; general child growth and development principles; appropriate curriculum practices for infants, toddlers and preschoolers; methods and procedures of preparing instructional materials; methods of observing, evaluating and recording child behavior; college and Center policies; child care abuse reporting regulations; community resources available to parents; basic record-keeping; appropriate safety precautions and procedures.

Ability to: Apply methods and procedures to be followed in an instructional situation; apply theoretical concepts of child psychology to concrete situations; plan, develop and implement a developmentally appropriate program for infants, toddlers and preschoolers; communicate effectively both orally and in writing; learn, interpret and apply departmental and District policies, rules and regulations; establish discipline for young children; lift and carry children; understand and follow oral and written instructions; perform routine clerical work; work independently with little direction at a variety of assignments; work cooperatively with others; apply basic first aid and cardiopulmonary resuscitation; direct and provide input to evaluation of ECE students working in the classroom as a laboratory assignment.

EDUCATION AND EXPERIENCE

Any combination equivalent to: 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.

DESIRABLE

Three (3) theory units specific to the infant/toddler in early childhood education and development.

LICENSES AND OTHER REQUIREMENTS

Possession of a current Pediatric First Aid and CPR Certificate. Possession of a current and valid Child Development Teacher permit issued by the Commission on Teacher Credentialing, in compliance with state regulations. Incumbents must possess a current and valid Child Development Teacher permit for the duration of their employment.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

CHILD DEV SPEC.DOC

RANGE 9

6/98

REVISED: 7/03; 8/08