



West Valley - Mission

Community College District

Class Specification

Child Development Specialist

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 48

Definition

To perform a variety of activities in support of the development and implementation of developmentally appropriate early childhood programs; to provide learning experiences matching the needs of individual and groups of children; and to communicate regularly with parents, families and care givers and center staff regarding overall growth and development of children in the program.

Distinguishing Characteristics

This is the journey level in the single level Child Development Specialist class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from the Senior Child Development Specialist in that the latter is providing technical and functional oversight over assigned staff and facilitating communication between instructors and parents of children enrolled in the program.

Supervision Received and Exercised

Receives direction from the Program Director, Child Development Center or Manager, Child Development Center; and may receive technical and functional oversight from a Senior Child Development Specialist.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Participate in the planning and implementation of developmentally appropriate varied educational programs for children in a multi-age pre-school classroom learning environment.
- Provide a variety of age-appropriate activities and developmental experiences for an assigned group of children.
- Communicate regularly with parents, families or caregivers regarding their children's development and program experiences.
- Interact with children assisting them with developing problem solving and other skills, opportunities for safe risks and the parent, family or caregiver child separation process, contribute to the child's social and emotional development, create a climate of respect for each child; respond sensitively to racial and/or ethnic cultural values, behavior and diversity; respond sensitively to racial and/or ethnic cultural values, behavior and diversity.

- Maintain a safe, orderly classroom including adjacent indoor and outdoor areas; report any safety hazards or injuries in the center; follow health and safety standards for food handling, toileting of young children, hand washing, and universal precautions with exposure to blood.
- Stock classroom with necessary supplies and food, which may include participating in inventory and ordering of supplies.
- Collaborate with senior center staff to maintain accurate records, including daily attendance forms, time sheets, food and menu report forms, and monthly schedules.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Basic principles of early childhood; theories and research of child development.
- First aid and CPR.
- Basic arithmetical operations.
- Techniques and methods used in planning and implementing an early care and education program for young children.
- Theories and practices of behavioral therapy, child development, and parent, family and caregiver child relationships.
- Health and safety regulations applicable to childcare facilities.
- Curriculum planning and developmentally appropriate components for young children.

Ability to

- Provide input related to the developmental assessment of children in the program.
- Prepare an inviting classroom and play yard for children's activities.
- Conduct parent-teacher conferences.
- Assist with the development and implementation of a variety of early childhood educational and play activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while providing children's activities; squat, climb, kneel and twist intermittently when working with children; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 70 pounds or less.
- Supervise children in a wide variety of indoor and outdoor activities.
- Plan and participate in instructional programs for children.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible children's classroom experience.

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in early childhood education or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California Child Development Master Teacher Permit.

Possession of, or ability to obtain, a valid First Aid and CPR certificate issued by the American Red Cross, Heart Association, or other authorized agency.

EEO Category: Technical/Paraprofessional

Approved Date: July 01, 2017

Updated Date: December 04, 2023