

**Job Description/Title:** Child Development Specialist, Senior  
**Approved, Bargaining Unit President:** 3/14/08  
**Approved, MPC Associate Dean, Human Resources:** 2/28/2008  
**Board Approved:** 6/24/08

## MONTEREY PENINSULA COLLEGE

### CHILD DEVELOPMENT SPECIALIST, SENIOR

#### **JOB SUMMARY**

Under general direction, provide a variety of developmentally appropriate activities for pre-school children. Receive limited supervision within a broad framework of standard District policies and procedures. Plan and conduct learning activities; make routine decisions within the established policies and procedures of the department.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Temporarily assume the operational and programmatic responsibilities in the short term absence of the director.

Perform intake and enrollment interviews with parents/families.

Work independently with individual children or small groups of pre-school children, ages 2 to 6, following the defined goals and objectives of the Child Development Center; provide for the physical and emotional, as well as social and intellectual, needs of children enrolled in the program.

Conduct educational programs for pre-school children enrolled in the program; conduct enrichment programs where applicable.

Attend and participate in staff meetings, parent meetings, and specialized in-service training sessions.

Engage in physical and sometimes strenuous activities with children; help children with their clothing including toileting and washing.

Act as a liaison with parents of pre-school children; conduct parent conferences; alert parents to any problems or special information about individual children monitor children's behavior.

Supervise and participate in evaluation of college students in Child Development Center Lab.

Assist in completion of state required documentation for NAEYC accreditation; maintain the required state assessment of each child.

Perform individual assessments of children's abilities; utilize information in appropriate curriculum planning; serve as a source of information and help to parents concerning programs and materials to meet the individual child's needs.

Monitor and adhere to child custody mandates, child abuse mandates of law, and other legal guidelines in protection of the pre-school child

Maintain proper health and safety practices; plan and prepare nutritional snacks; supervise all play and lunch activities for pre-school children.

Maintain supplies and materials for the pre-school program.

Train and oversee the work of student employees working in the pre-school program.

Maintain a high level of ethical behavior and confidentiality regarding the children and their families; make home visits.

Perform daily general record keeping duties to support the Child Development Center program including but not limited to lesson plans, attendance records, health checks & food production logs.

### **Other Duties**

Serve on college committees as assigned.

Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of an AA Degree in Early Childhood Education, or the completion of a certificate program in child development; at least two to five years of teaching experience in a licensed day care center, comparable group child care program, campus lab program or state funded program; at least six units in Administration and Supervision; possession of a site supervisor permit in the child development matrix.

### **Knowledge**

Knowledge of: child behavior and growth characteristics; needs of pre-school students; child care programs which include state forms, requirements, and procedures for daily operations; rules and regulations concerning the care and safety of pre-school students; computers and computer programs as well as California on-line computer programs relating to child care

### **Abilities**

Ability to: instruct and plan learning activities; prioritize tasks and do several tasks simultaneously; demonstrate an understanding, patient and receptive attitude toward children; demonstrate strong communication skills through patient, non-judgmental and effective communication with parents/families; demonstrate a cooperative attitude in understanding and following instructions from supervisors; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; efficiently use a variety of office equipment as needed to fulfill the needs of the job; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

## **PHYSICAL EFFORT/WORK ENVIRONMENT**

Moderate to heavy physical effort which may include frequent sitting, standing, walking; periodic lifting or moving of moderate to heavy parcels, machines, equipment, supplies or children up to 50 pounds. Indoor/outdoor work environment; some exposure to environmental extremes.

### **Licenses and Certifications:**

Possess or be eligible to possess and maintain current Site Supervisor Child Development Permit or Permit issued under previous or alternative regulations staffing option per Education Code 8360 for Teacher Permit. Maintain permit by participating in continuing education. A valid First Aid Certificate and CPR Certificate is required.