

Job Description/Title: CHILD DEVELOPMENT SPECIALIST
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

JOB SUMMARY

Under general supervision, provide a variety of developmentally appropriate activities for pre-school children, and an environment conducive to learning for pre-school children enrolled in the Child Development Center and college students enrolled in the Child Development Center lab. 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. Serve as a model teacher for Child Development Center lab. Work independently with individual students or small groups of pre-school students, ages 2 to 6, following the defined goals and objectives of the Child Development Center.

EXAMPLES OF FUNCTIONS

Essential Functions

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 diapering, toileting and washing.

Provide for the physical and emotional, as well as social and intellectual, needs of children enrolled in the program including children with special needs and the community.

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

Serve as a source of information and help to parents concerning programs and materials to meet the individual child's needs. Refer parents to resources.

Assist in completion of state required documentation for NAEYC accreditation.

Perform full developmental profile and maintain individual portfolios of each child's abilities including completion of forms required under Title 22 regulations; utilize information in appropriate curriculum planning.

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

Maintain proper health and safety practices; supervise all activities for pre-school children.

Maintain supplies and materials for the pre-school program.

Maintain a high level of ethical behavior and confidentiality about families.

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

Serve as a source of information and help to college students and the community in Child Development Center lab which may include; mentoring, modeling teaching skills, and educating students in regards to licensing standards.

Coordinate, observe and evaluate college student activities in Child Development Center lab.

Other Duties

Coordinate the work of student employees working in the Child Development Center.

Plan and prepare nutritional snacks.

Make home visits.

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 and possession of an Associate Teacher permit or higher in the Child Development Matrix

Knowledge

Knowledge of: child behavior and growth characteristics; needs of pre-school students; rules and regulations concerning the care and safety of pre-school students; variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: instruct and plan learning activities; prioritize tasks and do several tasks simultaneously; demonstrate an understanding, patient and receptive attitude toward children and student learning; reflect a cooperative attitude in taking and following instructions from supervisor; complete reports in a timely manner, including state mandated reports; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with accuracy; operate audio-visual equipment; meet the physical and mental requirements outlined in the duties; use initiative in the performance of duties; 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 Associate Teacher or higher 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.