

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: CHILD DEVELOPMENT PROGRAM TECHNICIAN

BASIC FUNCTION:

Under the direction of the coordinator of the Los Alamitos Child Development Center, provide a variety of administrative and clerical support. Coordinates activities of Child Development Center Coordinator. Oversees communication between school sites, parents and staff. Monitors assigned activities and budget accounts. Provides information and recommendations and/or direction as requested by Child Development Center Coordinator.

REPRESENTATIVE DUTIES:

1. Coordinate a variety of office activities to relieve the Coordinator of routine administrative detail; prepare and accurately maintain a variety of reports, records and files relating to students, staff, program operations and activities.
2. Serve as secretary to the Coordinator and provide support to other staff as necessary; prepare communications; schedule appointments, activities and staff meetings; maintain files, attendance records, payroll records/timecards, and speak on behalf of the Coordinator as appropriate.
3. Coordinate activities of the Child Development Center office; greet visitors, students, parents and the public; receive telephone calls from parents, staff, District Offices, other school sites and the public; provide information concerning basic CDC policies, procedures, actions, activities, schedules and other routine inquiries; request necessary information and take and transmit messages as appropriate.
4. Compile and maintain data and documents from a wide variety of sources (e.g. enrollment records, child care hours/schedules, family/provider files, attendance, financial records, family roster, wait lists, website, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
5. Enroll and register new students; review student records for compliance with immunization laws, state license and applicable program rules and regulations and take appropriate action.
6. Coordinates a variety of projects, functions and/or program components (e.g. participant eligibility/re-certification/enrollment/registration, state subsidy program, new preschool licensing, teacher training registration, grant money disbursement, etc.).
7. Facilitates meetings and processes for prospective participants (e.g. pre-screening, enrollment, orientation, etc.).
8. Participates in a variety of meetings, workshops, and/or trainings (e.g. /orientation meetings, webinars about new/changed regulations, etc.) for the purpose of providing or

receiving information, recording minutes, and supporting the needs of the attendees.

9. Prepares and processes a wide variety of documents, materials and reports for the Coordinator and the CDC program as needed (e.g. annual, quarterly, and monthly State reports; District reports, work orders, supply orders, state license renewals, employee eligibility, grant documentation etc.).
10. Reconciles account balances for assigned budget categories (e.g. tuition payments, license fees, registration payments, grant disbursements, supply expenses, etc.), procure supplies and materials, inventory and distribute supplies.
11. Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
12. Responds to a wide variety of inquiries from a variety of internal and external parties.
13. Serve as a preschool classroom Lead Teacher substitute to ensure proper supervision and instruction when needed.
14. Performs other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Perform basic math, including calculations using fractions, percent, and/or ratios

Read technical information

Compose a variety of documents

Facilitate group discussions

Modern office practices, procedures and equipment

Health and safety regulations

District operations and procedures

Applicable laws, rules and regulations

State laws and practices related to Title 5, Title 22, and State and Local licensing requirements

Accounting/bookkeeping principles

Effective oral and written communication and customer service techniques

Concepts of grammar and punctuation

ABILITY TO:

Schedule a number of activities, meetings, and/or events

Establish and maintain cooperative and effective working relationships with others.

Work with data of varied types and/or purposes

Operate standard office equipment including pertinent software applications such as Microsoft Office suite

Prepare and maintain accurate records

Plan and manage projects

Analyze issues and create action plans

Problem solving with data frequently requires independent interpretation of guidelines

Display tact and courtesy

Maintain confidential student and family information

Work and communicate with a diversity of individuals and/or groups

Perform duties with patience, tact and good judgement and within established guidelines

Working with frequent interruptions

EDUCATION:

Graduation from high school and an AA degree from an accredited or approved college or university with an emphasis in early childhood education, child development, or related field and a current Child Development Permit issued by the Commission on Teacher Credentialing authorizing service in the care, development, and instruction of children in a child care and development program. Any of the following permits is acceptable:

1. Child Development Program Director Permit; or
2. Child Development Site Supervisor Permit; or
3. Regular Children's Center Instructional Permit; or
4. Child Development Master Teacher Permit; or
5. Child Development Teacher Permit.

EXPERIENCE:

At least one hundred and seventy five (175) days of 3+ hours per day within four (4) years working with preschool aged children in an organized classroom setting and one year of clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate
Pertussis Immunization
Flu Vaccination
Measles Immunization

WORKING CONDITIONS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; lift carry, pull, push up to 25 pounds; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; direct contact with the public, teachers, students, parents, and other district staff; clear speaking and the ability to hear normal voice conversation; exposed to minor contagious illnesses (e.g. colds, flu); work with tight deadlines; work in difficult interpersonal situations (e.g. upset parents, uncooperative coworkers).

SALARY RANGE: 66

ADOPTED BY PERSONNEL COMMISSION: February 13, 2019

APPROVED BY BOARD OF EDUCATION: February 26, 2019