

Oak Grove School District
Child Development Center

JOB TITLE: CHILD DEVELOPMENT CENTER, SPECIALIST III

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the Child Development Center Director, the CDC Specialist III plans and implements a developmentally appropriate curriculum for a multi-aged preschool group. CDC Specialist III staff members will meet the individual needs of each child within the context of the group experience while providing a rich and varied learning environment and curriculum which is in compliance with the State Department of Education, Child Development Division Funding Terms and Conditions, Title 5 Regulations and Title 22 Community Care Licensing Regulations.

TYPICAL DUTIES

- Plan and implement a developmentally appropriate curriculum
- Interacts daily with each child and his or her learning processes
- Assist parent/caregiver and child with the separation process by providing physical and emotional support
- Provide direct support to children in play and learning experiences
- Establishes a climate of respect for each child as an individual
- Respond sensitively to racial and/or ethnic and cultural values, behaviors and diversity
- Communicate regularly with parents or caregiver regarding their child's development and program experiences
- Establish and maintain a positive relationship with each child's parent(s) and/or caregiver
- Maintain developmental profiles of each child which describes the overall growth and development in the areas of social, emotional, physical, creative, and cognitive
- Conduct parent-teacher conferences in the fall and spring trimesters of the school year
- Coordinate regular meetings with Specialist I
- Coordinate daily schedules and work assignments of staff and students to effectively meet the demands of the day
- Foster positive working relationships and learning environment for staff and students with formal and informal discussions, written communications, conversations about children's behavior and development, and program practice
- Maintain a safe, orderly classroom including adjacent indoor and outdoor areas
- Follow health and safety standards for food handling, toileting or young children, hand washing, and universal precautions with exposure to food
- Order and stock classroom supplies and food items
- Attend meetings and participate in center functions
- Maintain accurate records including daily attendance form, time sheets, and food/menu report forms

- Comply with State Department of Education, Child Development Division funding terms and Conditions, Title 5 regulations and Title 22 Community Care Licensing regulations
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Credential and/or License

Child Development Master Teacher Permit issued by the State of California within the probationary period. Valid First Aid and CPR certificate (infant/child/adult) issued by the American Red Cross, Heart Association, or other authorized agency and completion of health and safety training required by Title 22 Community Care Licensing Regulations within probationary period.

Education / Experience

Any combination equivalent to twelve (12) units of ECE/CD including core courses, and 3 semester units Administration or Staff Relations, and 4 years experience in supervised group Child Care Center OR Alternative Qualifications set by the Community Care Licensing Division for Preschool Director.

Knowledge and Ability

- Techniques and methods used in planning and implementing an early care and education program for young children
- Theories and research in child development
- Basic principles of early childhood
- Developmentally appropriate practices which foster the physical cognitive, and social-emotional growth of the child
- Knowledge of Core curriculum components
- Knowledge of Community Care Licensing Regulations Title 22
- First aid and CPR (infant/child/adult) Health and Safety Regulations
- Health and safety regulations
- Oral and written communications skills
- Interpersonal skills including tact, patience and courtesy
- Work with diverse ethnic populations of children, families and staff
- Read, interpret and apply curriculum guides, procedure manuals and related materials
- Communicate effectively orally and in writing using correct English usage, grammar, spelling, punctuation and vocabulary
- Make simple arithmetic calculations quickly and accurately
- Recognize the scope and limits of assignment
- Supervise children in a wide variety of indoor and outdoor activities
- Establish and maintain effective and cooperative working relations with other staff members
- Learn and work within policies, functions and requirements of the area of assignment

- Provide input related to the developmental assessment of children in the program
- Plan and participate in instructional programs and activities for children
- Prepare the classroom and play yard for children's activities
- Maintain records and prepare written materials

PHYSICAL REQUIREMENTS:

Must regularly stand and walk for long periods; use hands and fingers to write, operate audio-visual or other equipment or pass out materials; reach with arms and hands; bend, stoop, kneel or crouch to work with children; speak clearly and distinctly and hear sufficiently to communicate with others over the telephone and in person. Must regularly lift, carry and/or move instructional materials and equipment weighing up to twenty-five (25) pounds. Occasionally may need to lift children weighing up to fifty (50) pounds. Must see to assist and monitor children in the classroom or on the playground.