STATE CENTER COMMUNITY COLLEGE DISTRICT
EARLY CHILDHOOD EDUCATION SPECIALIST

DEFINITION

Under direction assists in the operation and maintenance of the child development center, including demonstrations for students.

DISTINGUISHING CHARACTERISTICS

This classification performs varied duties in accordance with general instructions or standard procedures. This position differs from others by the responsibility for specific activities and work being oriented to maintenance of an instructional environment.

EXAMPLES OF DUTIES

Performs a variety of duties related to the running of classes in the child development center including planning, preparing, and conducting activities with young children, including those with special needs; coordinate and utilize an assessment instrument for the children enrolled in the program; communications with parents in person, by phone, in writing regarding their child’s progress or particular needs, assisting in the preparation for and feeding of children, demonstrating techniques and assisting students in the learning of appropriated methods to use in working with young children. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree in Early Childhood Development or a related area and Children’s Site Supervisor Permit.

Experience: Experience working in a preschool program.

Knowledge and Abilities: Knowledge of child development and young children and their needs, and developmentally appropriate curriculum planning. Skill to interact with young children, including children with special needs and parents, implement curriculum, assess developmental levels of children, set objectives and evaluated student progress, maintain financial records, attendance, meeting, child testing, lesson planning and enrollment records. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Knowledge and skill in the use of technology and computers in a child development center. Skill to employ simple mathematical techniques. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

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