

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982

CLASSIFIED JOB DESCRIPTION

**CHILD CARE SPECIALIST
(SEIU Local 1021 Salary Range 034)
Job Code: 162**

CLASS PURPOSE

Under general supervision, performs a variety of para-professional early childhood education related duties. This class is assigned responsibility for curriculum development and providing learning experiences matching the needs of individual and groups of children of a given age bracket. Incumbents also oversee the work of Child Care Assistants, work-study students and parents.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are normally performed 10 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans and coordinates the educational program for a group of children ages twelve (12) months to five (5) years of age.
- Responsible for implementing the program's curriculum through planning the environment while providing individual, small group and large group activities.
- Provides age-appropriate language arts, social studies, cognitive arts, computers, science, art, music, and physical development educational experiences for children in the group.
- Supervises and mentors assigned staff and volunteers.
- Participates in evaluation and planning sessions with supervisory and/or Center staff.
- Assures that safety precautions are adhered to.
- Follows and carries out all State, District and Center policies, procedures and guidelines.
- Supervises and interacts with the children in the classroom and on the playground.
- Responsible for all written information in regards to assigned classroom.
- Coordinates all State and Center paperwork for assigned classroom, including attendance, child and program records.
- Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS

1. Possession of a Child Development Teacher Permit or higher **OR** a Regular Children's Center Instructional Permit is required as a condition of employment.
2. Knowledge of early childhood education as related to child development and infant/toddler or nursery school programs.
3. Ability to work effectively within a team structure and relate to parents, students and staff of various ethnic backgrounds.
4. Possession of valid certification in Pediatric CPR, First Aid and health & safety practices within six months of employment.
5. Completion of Infant/Toddler units from an approved college within a year of employment.
6. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Knowledge of early childhood education as related to child development and infant/toddler and pre-school age programs.
- Ability to:
 - Ability to work effectively within a team structure and relate to parents, students and staff.

MENTAL REQUIREMENTS

- Ability to handle children in an effective and nurturing manner.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional lifting and carrying up to 65 lbs.
- Occasional twisting of body.
- Occasional use of tactile acuity.
- Frequent standing, walking, stooping, kneeling, squatting, and climbing stairs.
- Frequent use of manual dexterity.
- Frequent use of visual acuity from a distance, with depth, and for color.
- Frequent reaching high and low levels.

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- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant use of clear oral communication.

TOOLS AND EQUIPMENT USED

- Equipment needed to maintain a children's center program and activities.

Revised: March 11, 2005