

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

EARLY CHILDHOOD SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of duties involved in providing quality care and educational experiences for children enrolled at the Chabot Children's Center; plan and implement instructional and recreational activities appropriate for the developmental needs and skills of children enrolled at the Children's Center; communicate effectively with parents, other staff members, and other professionals regarding health, safety, physical, social, emotional, and cognitive issues affecting each child; and ensure a safe, nurturing learning environment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and implement curriculum in accordance with the policies and procedures of the Children's Center and taking into consideration the needs and skills of the children; design and implement indoor and outdoor recreational and instructional activities that allow the optimum development of each child in the areas of social, emotional, physical, creative, and intellectual growth and provide each child with the pre-skills necessary for future academic and recreational success and satisfaction.
2. Instruct and supervise children involved in various Center activities including recreational and educational programs; provide a professional and nurturing environment; listen attentively to children; encourage children's confidence and self-esteem; apply appropriate guidance and disciplinary actions; model appropriate social and emotional behavior.
3. Provide activities and settings in which children can develop a variety of skills including logical thought, short and long term memory, hand-eye coordination, fine and gross motor skills, creativity, spatial awareness, self-esteem, enhanced language and vocabulary acquisition, familiarity with technology, and enjoyment of stories, art, and music.
4. Encourage and develop socialization skills in children at the Center; encourage the development of self-help skills, empathy for others, accepting responsibility for one's actions, team spirit, and other appropriate behavior in different settings through modeling; provide appropriate activities that utilize socialization skills; create play scenarios to allow children opportunities to practice skills.
5. Maintain children's health and safety at the Center; inspect playground for safety; monitor and convey potential health and safety hazards to appropriate staff; administer basic first aid and CPR as necessary; report accidents to supervisors and parents.
6. Model developmentally appropriate practices and monitor and provide guidance to lab students, volunteers, parents, and work-study students; read and approve ECD students' activity plans and provide feedback to students; provide input into the evaluation of lab students.
7. Establish and maintain relationships with parents; welcome new families into the program, recognizing the parent as the child's first teacher; establish a partnership with parents; value parental input and enlist their cooperation; effectively communicate with parents regarding the development of their children.

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8. Observe, record, assess, and evaluate each child's level of activity, performance, behavior, and stage of development and skill; utilize a variety of techniques to create a profile of each child's development and to evaluate/assess the effectiveness of the curriculum/program offered; communicate results of assessments effectively to parents, co-workers, and other related professionals on issues as necessary; schedule and participate in parent conferences; make home visits to each family per program guidelines.
9. Participate in the maintenance of each child's file including enrollment forms, medical forms, child's history, parent education or training forms, child and parent's rights, child abuse reporting, emergency information, consent for medical treatment, accident and illness reports, home visit and conference reports, and any other required documents.
10. Monitor sign in/sign out sheets for children, students, and volunteers.
11. Maintain a variety of records including daily and monthly attendance sheets and daily health checks; prepare monthly data and attendance records for management staff.
12. Maintain a list of maintenance repairs and needed supplies and equipment.
13. Attend and participate in professional group meetings, conferences, and workshops; maintain awareness of new trends and developments in the field of early childhood education; incorporate new developments as appropriate.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Basic operations, services, and activities of a full service children's center.
2. Concepts in early childhood education.
3. Principles and applications of child development theory.
4. Basic child psychology and development.
5. Principles and practices of curriculum planning.
6. Age appropriate and emergent curriculum.
7. Methods and techniques of instructional and recreational program development.
8. Appropriate activities for children of various age and skill level to develop each child socially, emotionally, intellectually, creatively, and physically to his/her fullest potential.
9. Socialization techniques.
10. Health and safety requirements of children.
11. Potential safety issues within a group care setting; appropriate safety precautions and procedures.
12. Methods of observing, evaluating, and recording child behavior.
13. Child development assessment techniques.
14. Principles of basic first aid and CPR.
15. Principles and procedures of record keeping.
16. Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a children's center.
17. Basic principles of report preparation.
18. English usage, grammar, spelling, punctuation, and vocabulary.

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Ability to:

1. Learn and apply the policies and procedures of the Children's Center.
2. Plan, prepare, and implement daily, weekly, and monthly curriculum.
3. Define and interpret curriculum goals and objectives.
4. Develop and implement instructional and recreational activities according to the needs of the children and Center policy.
5. Instruct and supervise children of various ages involved in Children's Center activities.
6. Develop and maintain effective relationships with preschool and school-aged children, students, parents, and staff.
7. Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
8. Observe, evaluate, and record child development.
9. Recognize and define present and potential behavioral and learning problems of children.
10. Apply appropriate disciplinary action.
11. Maintain records and prepare reports.
12. Prepare for and conduct parent conferences.
13. Serve as a mentor teacher to students enrolled in the Early Childhood Development program.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

An Associate's degree in early childhood education, child development, education or a related field.

Experience:

Two years experience working in a licensed child development program as a teacher in charge of classroom for preschool age children including experience in development of curriculum and implementation of all program elements related to the running of a quality classroom for preschool age children.

License or Certificate:

Possession of a Master Teacher Child Development Permit issued by the California Commission on Teacher Credentialing.

Possession of a current pediatric C.P.R. Certificate and First Aid Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Environment: Work is performed in a children's center; exposure to communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a children's center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

7/11/00;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Technical – Paraprofessional