



**West Valley - Mission**

Community College District

---

## CLASS SPECIFICATION

---

### **SENIOR CHILD DEVELOPMENT SPECIALIST**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 53

---

#### **DEFINITION**

To organize, assign, and review the work of assigned personnel engaged in planning and implementation of developmentally appropriate curriculum in a varied learning environment for a multi-aged preschool group; communicate with parents, families and care givers and to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Child Development Specialist professional series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional oversight over assigned staff and facilitating communication between instructors and parents enrolled in the program. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Program Director, Child Development Center or Manager, Child Development Center.

Exercises technical and functional oversight over assigned professional and technical staff.

#### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop developmentally appropriate curriculum and implement play and varied learning experiences for children in a multi-age pre-school classroom environment; mentor and model to, review and assess the work of practicum students.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Interact with children assisting them with developing problem solving and other skills, creating opportunities for safe risks and the family or parent or caregiver child separation process; contribute to the child's social and emotional development; create a climate of respect for each child.

Mentor, oversee, and participate in evaluating the activities of staff, teaching assistants and practicum students, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Attend meetings; and maintain a variety of accurate records.

Perform the most difficult work related to curriculum development, and observation and assessment of children and of student teachers.

Conduct assessments and maintain developmental profiles of each child; communicate regularly with parents and families regarding children's development and program experiences.

Maintain a safe, orderly classroom including adjacent indoor and outdoor areas; report any safety hazards or injuries in the center; follow health and safety standards and other regulations and requirements for food handling, toileting of young children, hand washing, and universal precautions with exposure to blood.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of technical and functional oversight, training and mentoring.

Principles, techniques, and methods used in early childhood education.

Theories and practices of behavioral therapy, child development, and parent, family and caregiver child relationships.

First aid, CPR, health and safety and other regulations applicable to childcare facilities.

Curriculum planning and developmentally appropriate components for young children.

**Ability to:**

Provide mentoring and technical and functional oversight over assigned staff and effectively train staff.

Perform the most complex duties related to curriculum development and mentoring of practicum students.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while providing children's activities; squat, climb, kneel and twist intermittently when working with children; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 70 pounds or less.

Supervise children in a wide variety of indoor and outdoor activities.

Plan and participate in instructional programs for children.

Perform assessments and provide input regarding the development of program participants, including both children and practicum students.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

**Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible journey experience similar to Child Development Specialist with the West Valley-Mission Community College District.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in early childhood education or a related field.

**License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California Child Development Master Teacher Permit.

Possession of, or ability to obtain, a valid First Aid and CPR certificate issued by the American Red Cross, Heart Association, or other authorized agency.

*EEO Category: Professional Non-Faculty*

*Date Approved: July 1, 2017*

*Supervision Received & Exercised Section Revised: December 4, 2023*