

Long Beach Community College District

**CLASS TITLE: CHILD DEVELOPMENT SPECIALIST
CALWORKS PROGRAM**

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BASIC FUNCTION:

Under the direction of a program coordinator, plan, organize, demonstrate and provide age-appropriate learning experiences for children in licensed-exempt childcare environments. Provide materials and consultation related to children's development, childcare licensing, and childcare related issues. Observe and evaluate community childcare settings.

REPRESENTATIVE DUTIES:

Conduct regular visits to contracted CalWORKs child sites.

Maintain and expand CalWORKs childcare referral base by researching and evaluating existing and potential childcare sites.

Evaluate and communicate need of CalWORKs childcare providers.

Identify potential mentors for license-exempt care providers.

Consult with license exempt childcare providers regarding establishment of safe childcare spaces.

Consult with care providers about the creation of developmental environments conducive to children's physical, emotional and social learning.

Design specialized, age-appropriate activity plans for children in licensed-exempt childcare environments.

Provide guidance and instruction to care providers regarding various child related issues.

Provide current information about classes, opportunities, and fees related to childcare licensing, as well as referrals to community services.

Review complaints or concerns regarding contracted care providers with Community Care Licensing.

Participate and assist in student and caregiver workshops, conferences, and trainings.

Attend staff and planning meetings and participate in program evaluation and long range planning.

Prepare and maintain a variety of records and reports related to site visits and evaluations.

Perform other duties as assigned.

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KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Current concepts used in Early Childhood Education.
Basic child psychology and development.
Curriculum planning for child development program.
Health and safety requirements of children.
Appropriate safety precautions and procedures.
Methods of evaluating and recording data.
Interpersonal skills using tact, patience and courtesy.
Child related community resources.
Issues related to cultural, ethnic and economic diversity.

ABILITY TO:

Plan, develop and implement educational experiences for children.
Develop and maintain effective relationships with children and care providers.
Tutor and direct care providers in planned, age-appropriate, child related activities.
Encourage healthy, safe environments and practices.
Work independently with little direction.
Learn, apply and explain policies, procedures and regulations.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Work confidently with discretion.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Work with culturally, ethnically and economically diverse populations.

EDUCATION AND EXPERIENCE:

Candidate must qualify for the "Regular Children's Center Instructional Permit" at the time of employment and must obtain the permit by the end of the probationary period. Any combination equivalent to: 24 units Early Childhood Education/Child Development including core courses plus 16 General Education units **or** Associate's degree or higher in Early Childhood Education or related field with three semester units supervised field experience in Early Childhood Education setting **or** CTC approved training.

LICENSES AND OTHER REQUIREMENTS:

A current Adult and Pediatric CPR certificate with Health and Safety Component. Fingerprints, Child Abuse Index, and FBI_check submitted to the Department of Justice and on file with or reported to California Department of Social Services, Community Care Licensing Division.

Adopted: 8/10/99

Revised: