Long Beach Community College District

Job Title: GOOD BEGINNINGS NEVER END (GBNE) PROGRAM SPECIALIST

SUMMARY

Under the supervision of a Program Manager, plans, organizes, demonstrates and provides age appropriate learning experiences for children in licensed exempt and licensed child care environments. Provides materials and consultation related to children’s development, nutrition, licensing, perceptual motor skills, creative art, music experience and other child care related issues. Ability to observe and evaluate family child care environments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, organize, demonstrate and provide age appropriate learning experiences for children in licensed exempt and licensed family child care environments.

Provide material and consultation related to children’s development, nutrition, licensing, perceptual motor skills, creative art, music experience and other child care related issues.

Conduct regular visits for Family child care homes; observe and evaluate family child care environments.

Make presentations to various community based organizations and school districts.

Evaluate and communicate needs of Family Child Care providers.

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

Develop and administer pre-post assessment tests on children’s literacy behavior.

Identify potential mentors for licensed and licensed exempt family child care providers.

Consult with license exempt family child care providers regarding establishment of safe child care spaces.

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

Provide current information about opportunities related to child care licensing, as well as referrals to community services.

Develop surveys and other written materials for Family Child Care providers.

Responsible for collecting data and analyzing results to integrate into reports for funding agencies.

Develop surveys and curriculum for family child care providers and collate results when appropriate.

Designates supplies that are developmentally appropriate for infants, toddlers and preschool children.
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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.

QUALIFICATIONS   To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:
Current concepts used in Early Childhood Education, age appropriate curriculum planning for 0-5 year olds.
Curriculum planning for child development program.
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.
Speak, read and write fluently in Spanish or Khmer.
Encourage healthy, safe environments and practices.
Learn, apply and explain policies, procedures and regulations.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Communicate effectively both orally and in writing.
Maintain records and prepare reports.
Work with culturally, ethnically and economically diverse populations.
Ability to lift and move items up to 50 pounds.

EDUCATION AND EXPERIENCE
Any combination equivalent to: an Associate Degree (or 60 units) with 24 early childhood education/child development units (including core) plus six (6) units administration and two (2) units in adult supervision or CDTC approved training.

LICENSES AND OTHER REQUIREMENTS:
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. Valid California driver’s license and a driving record acceptable to the District for insurance purposes.
LANGUAGE SKILLS
 Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

MATHEMATICAL SKILLS
 Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY
 Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS
 The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
 The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee occasionally works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.

Adopted: April 19, 2004
Revised: