

**Child Development Specialist**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=247344>

Downloaded On: Feb. 12, 2025 5:23am

Posted Oct. 21, 2024, set to expire Feb. 17, 2025

**Job Title** Child Development Specialist

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Oct. 21, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Child and Social Services

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4699163/child-development-specialist>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

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the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

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 from assigned supervisory or management staff, performs a variety of duties involved in planning and implementing instructional and recreational activities appropriate for the developmental needs and skills of children enrolled at an assigned Child Development Center; communicates effectively with parents, other staff members, and other professionals

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regarding health, safety, physical, social, emotional, and cognitive issues affecting each child; and ensures a safe, nurturing learning environment.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class within the Child Development Specialist series. Employees within this class are distinguished from the Senior Child Development Specialist in that the latter position serves as Assistant Manager/Director and as a lead supervisor over lower-level child development staff at the assigned Center. Employees at the Child Development Specialist level are fully aware of the operating procedures and policies of the work unit and are expected to perform duties with minimal direction and immediate supervision.

### **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.

Develop and implement daily, weekly, and monthly curriculum in accordance with the policies and procedures of the Child Development Center and taking into consideration the needs and skills of the children; design and implement 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.

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.

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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.

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; encourage children's participation in the care and feeding of classroom pets.

Provide activities that utilize all modes of learning including visual, auditory, and kinesthetic.

Maintain children's health and safety at the Center; 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.

Assist in the housekeeping functions of the center including the cleaning and feeding of animals.

Implement sound nutritional practices; plan, order, and prepare snacks; supervise meal and snack times and encourage appropriate social behavior in these settings.

Establish and maintain relationships with children, parents, co-workers, and other professionals; value parental input and enlist their cooperation; effectively communicate with parents regarding the development of their children; seek assistance from other related professionals as necessary for specific situations.

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; provide daily, monthly, and annual verbal and written communication with parents using informal talks, notice boards, newsletters, and other mechanisms; schedule and participate in parent conferences and special education IEP's; make referrals to other professionals as appropriate.

Prepare and distribute newsletters and reminders to parents regarding special events,

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conferences, or other program activities at the assigned Center.

Select, order, and design appropriate materials, supplies, and equipment for all relevant ages and different levels of development and skill; sort, clean, and inventory all equipment and supplies.

Model developmentally appropriate practices and serve as a mentor teacher for students enrolled in the Early Childhood Education program, students from other college disciplines and programs, and ancillary staff; conduct orientations and explain Center policies and procedures; teach using approved policies, practices, guidelines, and theories; supervise students assigned to classroom who are fulfilling course requirements and oversee ancillary staff duties.

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.

Perform related duties as required.

## **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:**

Basic operations, services, and activities of a full-service child development center.

Principles and applications of child development theory.

Principles and practices of curriculum planning.

Age appropriate and emergent curriculum.

Methods and techniques of instructional and recreational program development.

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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.

Socialization techniques.

Child development assessment techniques.

Principles of basic first aid and CPR.

Potential safety issues within a group care setting.

Basic nutritional requirements for young children.

Principles and procedures of record keeping.

Pertinent federal, state, and local codes, laws, and regulations governing the operations and activities of a child development center.

**Ability to:**

Learn and apply the policies and procedures of the Child Development Center.

Plan, prepare, and implement daily, weekly, and monthly curriculum.

Define and interpret curriculum goals and objectives.

Participate in planning, preparing and implementing daily, weekly, and monthly curriculum.

Develop and implement instructional and recreational activities according to the needs of the children and Center policy.

Instruct and supervise children of various ages involved in Child Development Center activities.

Observe, evaluate, and record child development.

Recognize and define present and potential behavioral and learning problems of children.

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Apply appropriate disciplinary action.

Prepare for and conduct parent conferences.

Serve as a mentor teacher to students enrolled in the Early Childhood Development program.

Apply and ensure adherence to pertinent rules and regulations governing the operation of a child development center.

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.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE GUIDELINES**

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

#### **Education/Training:**

Equivalent to two years of college level course work in early childhood education, child development, education, or a related field.

#### **Experience:**

One year instructional experience in a child development center.

License or Certificate:

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Possession of Fingerprint clearance from the Department of Justice.

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

Possession of, or ability to obtain, an appropriate, valid C.P.R. Certification.

Possession of, or ability to obtain, an appropriate, valid basic First Aid Certification.

Possession of, or ability to obtain, a valid California driver's license and proof of insurability may be required for some positions to drive a District or personal vehicle.

### **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.

**Environment:** Work is performed in a child development 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. At least minimal environmental controls are in place to assure health and comfort.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a child development 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.



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**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## Supplemental Information

Range 122 of the CSEA Salary Schedule

Work Schedule: **Monday - Friday (8:30 AM - 5:30 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Hours per Week: 40

Months per Year: 12

### **Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.



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**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrintodesk@socccd.edu](mailto:hrintodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.



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**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

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