

APRIL 2017
FLSA: NON-EXEMPT
SALARY GRADE: H
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

EARLY CHILDHOOD EDUCATION PROGRAM SPECIALIST

BASIC FUNCTION: Under the supervision of the Early Childhood Education (ECE) Center Manager, this position provides administrative support for the program through the creation and maintenance of a variety of files; and preparation of various documents, reports and files, all in support of the program.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Creates and maintains files and prepares program materials.
2. Assists with payroll.
3. Creates and maintains student observation book.
4. Directs students, visitors, and telephone callers to the appropriate offices and/or other departments.
5. Provides assistance to students in the operation of the child development center office and in the use of office equipment.
6. Prepares and proof a variety of correspondence, reports, and letters from handwritten drafts or verbal instruction.
7. Reviews student employee hire packets for completeness and accuracy; screens applications for student employee eligibility.
8. Supports the facilitation of the California Department of Social Services Community Care Licensing Program Analysts conducting compliance visits.
9. Answers phone calls and disseminates information pertaining to the ECE Center.
10. Prepares ASRCC requisitions and work orders; maintains inventory supplies, materials and equipment.
11. Assists the ECE Center Manager in maintaining special ECE programs, assessments, and National Association of the Education of Young Children (NAEYC) portfolios.
12. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: Graduation from high school or GED equivalent is required. An associate's degree from an accredited institution is desired. Two years closely related experience involving extensive public contact in a child development center program is required. Experience in a college early childhood education lab school setting is desired.

LICENSES/CERTIFICATIONS: Per California Community Care Licensing Title 22 Regulations, the candidate must possess and maintain a valid Child Development Site Supervisor Permit issued by the California Commission on Teacher Credentialing, and First Aid (basic/pediatric) and basic CPR (adult/child/infant/AED) Trainings.

KNOWLEDGE OF:

- Current office methods, machines and software, particularly related to child development centers.
- ECE practices, procedures and protocols.
- California Community Care Licensing Title 22 rules, regulations and laws that pertain to ECE and Child Development Centers.
- National Association of the Education of Young Children (NAEYC) Accreditation standards.

ABILITY TO:

- Adapt to the diverse situations that arise in ECE child development centers, particularly in a college lab school.
- Complete work with many interruptions.
- Articulate and interpret school philosophy, mission, rules, policies and procedures.
- Operates a variety of office equipment including computer, printer, copier, fax, and scanner.
- Make simple arithmetic computations.
- Understand and follow oral and written directions.
- Use good communication and written skills; use correct English, grammar, spelling, punctuation, and vocabulary.
- Use interpersonal skills using tact; patience, and courtesy.
- Establish and maintain a friendly, supportive atmosphere for ECE families, students, staff, faculty, and the public.
- Attend a variety of meetings and participate in District and ECE provided “in-service” training programs.

CONTACTS: Co-workers, other departmental staff, students, faculty, children, parents, and program manager.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in a child development center office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.