

San Diego Community College District

NANC JOB DESCRIPTION

Title: Child Development Specialist

Unit: Non-Academic/Non-Classified Service

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Job Code: N1150

Original Date: 07/1988

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of a Child Development Center Director, assist in implementing a daily child learning program involving cognitive, language, social-emotional, and physical development in the Child Development Program.

DESIRABLE QUALIFICATIONS:

Knowledge of current concepts used in Early Childhood Education; health, safety, and nutrition requirements of pre-school children; various stages of child growth and development; and methods of observing, evaluating, and recording child behavior. Ability to communicate effectively both orally and in writing and establish and maintain effective working relationships with others. Graduation from high school supplemented by sufficient course work and experience to obtain Children's Center Permit and experience working with pre-school children.

TYPICAL DUTIES INCLUDE:

- Assist in implementing a daily child learning program involving cognitive, language, social-emotional, and physical development.
- Organize and lead activities designed to promote physical, mental, and social development.
- Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
- Observe and monitor children's play activities and behavior.
- Maintain a safe and secure environment.
- Sanitize toys and play equipment.
- Assist in preparing food and serving meals to children.
- Set up and put away toys and other play equipment.
- Maintain class rolls, attendance, and other records.