



## EARLY CHILDHOOD EDUCATION SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	58	07/01/2017	Classified	1 of 2

### DEFINITION

To plan, implement, and supervise a developmental curriculum for preschool children in the Early Childhood Education Laboratories; to provide learning opportunities and mentoring to Early Childhood Education students; and to discuss activities and development of children with their parents.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Provides learning opportunities and activities to children in a developmental children’s center/laboratory/school in such areas as art, music, language and literacy, math and science, outside activity and concept development.
- Designs and coordinates lesson plans to include activities for the enhancement of the physical, social, emotional, and intellectual growth and development of children; integrates early childhood education coursework for the benefit of students.
- Designs a curriculum that provides sequential materials and procedures for both student teachers and children; works with parents and/or students in preparing the daily activities before the arrival of the children.
- Communicates with parents regarding behavior and activities of children, in conferences, workshops, or other forums for discussion; assesses and evaluates the developmental progress of children.
- Assists early childhood education students in acquiring and developing skills and knowledge used in teaching and planning a curriculum.
- Plans and assists in the preparation of snacks for children and performs clean-up duties.
- Maintains and updates records, assessments, and reports.
- Maintains a safe and healthy environment for children within the school setting.
- Assists in identifying and ordering necessary supplies, materials, and equipment.
- Provides day-to-day direction and feedback to Early Childhood Education staff and student assistants, using the laboratory as a training facility.
- Assists instructors in maintaining and coordinating center programs and activities.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Early childhood development and child psychology theories and practices.
- Concepts of integrated curriculum development and implementation.



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- Physical, social, emotional, and intellectual needs of children and methods to identify problems and relative progress.
- Health, safety and nutrition practices.
- Principles and practices of effective lesson planning and designing, and observation and assessment of young children.
- Culturally sensitive communication and support.
- Current California State Licensing requirements
- Early childhood education professional ethics; mandated child abuse reporting guidelines.
- Resource and referral agencies.

**Skill/Ability to:**

- Design and implement a model preschool program.
- Communicate and assist adults in a classroom setting while overseeing activities of children.
- Provide a stimulating environment for children and adults which is conducive to learning.
- Assess and evaluate the developmental progress of children.
- Understand and carry out both oral and written directions.
- Identify needs of children and impart these to parents in an effective manner.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

**EXPERIENCE AND TRAINING**

- Four (4) years of responsible work experience planning and implementing programs for preschool children.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of a Bachelor’s degree from an accredited college or university, with a major in early childhood education or child development, with a minimum of twenty four (24) units in early childhood education (which includes the completion of six units (6) in an area of specialization and two (2) units in adult supervision), or the equivalent.
- Possession of, or ability to obtain, current infant/child CPR and first aid certificates.
- Fingerprint clearance for all appropriate agencies including FBI, Department of Justice, and Child Abuse Index Services.
- Tuberculosis clearance form.

Adopted: 07/01/17