CHILD DEVELOPMENT TECH I

DEFINITION

Under the supervision of the Coordinator, mentor and provide support and training to child care providers. Plan, organize and participate in activities to increase awareness of child care and early education. Other duties as assigned by the Superintendent or designee.

DUTIES AND RESPONSIBILITIES

Identify and recruit Yuba and Sutter County Family Child Care and center-based providers working in private programs for the Staff Retention Project. Maintain Staff to the Staff Retention Project. Mentor and provide support to child care providers in the project. Assist project participants with meeting training requirements. Assist with planning, developing and implementing training opportunities for project participants. Generate and articulate concise written reports. Provide necessary information and data for needed county and state-level reports upon request. Plan, organize and participate in community activities to increase public awareness of child care and early education quality standards and needs of child care providers.

MINIMUM QUALIFICATIONS

Education and Experience
AA degree in Early Childhood Education, Child Development or related Human Service Field or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein. At least 5 years of experience working directly with children and families in family child care and/or center-based child development programs in California is desirable.

Knowledge
Social and educational service delivery systems. Early childhood education and human development expertise. Various computer-on-line systems. English grammar, punctuation and spelling; standard types of office filing systems; common equipment utilized in an office environment; effective and efficient communications techniques.

Skill and Ability
Handle multiple demands at one time and to remain flexible. Work with people from a wide variety of disciplines. Operating successfully with minimal supervision in intense working environment. Communicate effectively both in oral and written form; organization and prioritize work; read and apply rules, regulations and procedures; establish and maintain cooperative relationships; work independently in absence of supervisor.
Physical Ability
Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates
Valid California Driver’s License

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02/01/05