

Early Childhood Education Specialist  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=218242>

Downloaded On: May. 9, 2024 10:15am

Posted Jul. 25, 2023, set to expire Jul. 22, 2024

**Job Title** Early Childhood Education Specialist  
**Department**  
**Institution** State Center Community College District  
Fresno, California

**Date Posted** Jul. 25, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Apply By Email**

**Job Description**

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**Early Childhood Education Specialist**

**Salary:** \$58,587.00 - \$72,056.00 Annually

**Location:** Districtwide, CA

**Job Type:** Permanent

**Division:** DO Personnel Commission

**Job Number:** 2023CONTECES

**Closing:** Continuous

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### **General Purpose**

Under general supervision, maintains responsibility for assigned classroom or group of children ages 19 months to five years in a child development laboratory school; maintains a developmentally appropriate child-centered program in accordance with the lab school's program philosophy, goals and objectives; plans and implements curriculum; assesses progress and development of children assigned to a classroom/group; when appropriate, meets with parents to discuss their child's progress; models developmentally appropriate educational techniques for Early Childhood Education (ECE) students; and performs related duties as assigned.

### **Essential Duties & Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Supervises and interacts directly with children both inside and outside of the classroom; implements a program that is consistent with the theory and practices taught in child development classes and meets the needs of children, families and staff; provides oral and written language experiences appropriate to each child's level of readiness, interest and developmental capability.
- Plans, designs, supervises and implements a developmentally appropriate program for children ages 24 months to five years in most centers and for infants/toddlers less than 24 months of age in centers with infant rooms; develops and implements curriculum and lesson plans; incorporates developmentally and culturally appropriate activities and language experiences; acknowledges the cultural diversities among families and recommends the purchase of supplies and equipment that reflect the diversity within the community; provides models for children to maintain primary language and culture while acquiring a second language and developing an understanding of new cultures.
- Observes and mentors ECE practicum students during their time in the lab, based on the Child Development course outline of record; demonstrates and provides mentoring on developmentally appropriate methods and practices; monitors and provides feedback on the quality of interactions between students and preschoolers; evaluates student performance and provides observations and feedback to instructors.
- Conducts DRDP assessments of children; writes objective developmental descriptions for children based on observation and recording, holds bi-annual conferences with parents to review and revise expectations and special requests and to discuss their child's progress.
- Develops and implements conflict management and problem-solving strategies with children;

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assists children in identifying and verbalizing concerns and issues and helps them identify compromises and solutions to those issues.

- Assists with nutritional and food handling guidelines; utilizes appropriate food handling procedures; follows all safety precautions to avoid contamination or food spoilage and choking hazards.
- Provides instruction to children on hygiene procedures as necessary; follows universal health precautions; follows a written plan for dealing with blood or bodily fluid spills; ensures that other staff understands and follows plan procedures.
- Follows emergency procedures as required including provision of first aid and CPR; provides information about emergency procedures and health, safety and transportation policies to other staff and parents; assists in all fire and other emergency drills.
- Maintains all adult and child working areas in a clean, safe, sanitary and orderly condition; conducts inspections and reports replacement/repair needs; monitors outdoor play areas to ensure children cannot gain access to unsafe or unsupervised areas.
- Invites and encourages family participation in children's activities after providing any necessary guidance; provides information about community resources to parents and staff regarding health, social services, mental health, developmental and family support services.
- Follows procedures for child abuse reporting as mandated by law.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

**OTHER DUTIES**

- Notifies the Lab School Manager/Coordinators regarding needs for inventory replenishment of Lab School inventory of materials and supplies.
- Maintains up-to-date records on children and/or families.
- Participates in staff meetings, conferences, workshops and training.
- Substitutes for absent staff members.
- Performs related duties as assigned.

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## Employment Standards / Minimum Qualifications

### KNOWLEDGE, SKILLS AND ABILITIES:

#### *Knowledge of:*

- Principles and practices of child growth and development including ages and stages of child development, developmental assessment processes and methods for implementing developmentally appropriate practice in a laboratory classroom.
- Current Desired Results (DRDP), Infant/Toddler Environmental Rating Scale (ITERS) and/or Early Childhood Environmental Rating Scale (ECERS).
- State of California Title 5 and Title 22 licensing requirements and associated compliance requirements.
- NAEYC accreditation standards.
- The Family Educational Rights and Privacy Act and other District, state and federal laws, rules, regulations and policies governing student admissions and records.
- Health, safety and nutrition requirements of young children.
- Methods of observing, recording and evaluating both child and adult behavior.
- Principles and practices of student-teacher mentoring.
- Health and safety regulations for child care.
- Principles and procedures of pediatric emergency first aid and CPR.

#### *Skills and Abilities to:*

- Develop and maintain effective relationships with children up to five years of age, families, staff and students.
- Design, develop and implement developmentally appropriate, culturally sensitive and inclusive learning activities with young children based on the child development course outline of record.
- Observe and reach sound conclusions regarding the skills and development of young children and apply these data skillfully and respectfully in providing feedback to students and parents.
- Analyze situations accurately and adopt effective courses of action.
- Work confidentially and with discretion.
- Maintain confidentiality of child/family conversations, records and reports.
- Effectively engage in interpersonal communications; negotiate and resolve conflicts.
- Administer first aid and/or CPR to children as needed.
- Effectively engage and support historically minoritized groups by addressing issues of equity and

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improving culturally responsive service-oriented practices.

- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a bachelor's degree in child development, early childhood education or a closely related field; and at least two years of experience teaching in a licensed early childhood education setting; or an equivalent combination of training and experience.

For centers that provide care for infants less than 24 months of age, additional units in infant/toddler development are required.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

A valid California Child Development Site Supervisor Permit.

Current pediatric CPR & First Aid certifications from the American Red Cross, American Heart Association or equivalent. Proof of successful completion of Preventative Health and Safety Training is required within 30 days of hire.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### *Physical Demands*

While performing the duties of this job, the employee frequently is required to stand, walk, bend, kneel, sit (including on the floor and/or in child-sized chairs), crouch, and occasionally run.

The employee must frequently lift and/or move children, equipment and child-sized furniture weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Employees must be able to talk or hear in a manner to properly supervise children in a classroom and yard setting.

#### *Mental Demands*

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While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work on multiple, concurrent tasks; work with constant interruptions; and interact with District managers, staff, the public and others encountered in the course of work.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in early childhood classrooms and outdoor yard spaces with young children 24 months to five years old in most centers and less than 24 months of age in centers with infant rooms; exposure to bodily fluids and odors; potential exposure to childhood communicable diseases; hazardous chemicals; stressful classroom situations such as children crying, yelling and screaming; contact with children, other staff and college students on a daily basis. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

### **Assessment Process**

**APPLICATION SUBMISSION** To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your transcripts (including when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

**ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.**

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload

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your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

To begin the process to obtain the necessary permits, you may visit the following websites:

Child Development Permit <http://www.ctc.ca.gov/credentials/CREDS/child-dev-permits.html>

Fresno County Department of Education for a temporary permit <http://credentials.fcoe.org/>

### **APPLICATION REVIEW AND ASSESSMENTS**

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include an oral board and written prompt assessment (50% weight) and oral interview assessment (50% weight). Passing score is 75% out of 100%. Candidates who are unsuccessful in an assessment will be eligible to retest after 90 calendar days.

**TESTING WILL BE SCHEDULED ON AN AS NEEDED BASIS.** The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

### **ELIGIBILITY LIST**

Those applicants who pass the assessment will be placed on a district-wide continuous eligibility list with ranks banded within range 1-3. The district-wide continuous eligibility list will be used to fill current vacancies in this classification for at least one year.

**PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

### **ACCOMMODATIONS**

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

**State Center Community College District is an Equal Employment Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion or similar factors as defined**

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by law. We are a Title V employer.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4127725/early-childhood-education-specialist>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

N/A

State Center Community College District

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