

Child Development Specialist  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237291>

Downloaded On: Jun. 29, 2024 1:56pm

Posted Jun. 10, 2024, set to expire Jul. 3, 2024

<b>Job Title</b>	Child Development Specialist
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jun. 10, 2024
<b>Application Deadline</b>	07/03/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Education Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5313259">https://apptrkr.com/5313259</a>
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<b>Job Description</b>	

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**Child Development Specialist**

**Closing Date:** 7/3/2024

**Definition:**

The Child Development Center is seeking a talented individual to fill the position of Child Development Specialist.



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Comprised of two colleges, West Valley College and Mission College, we are located in the heart of Silicon Valley. Our staff and faculty are among the most qualified in the state and our students appreciate our two colleges for our friendly staff and supportive atmosphere.

The Child Development Specialist will perform a variety of activities in support of the development and implementation of developmentally appropriate early childhood programs; to provide learning experiences matching the needs of individual and groups of children; and to communicate regularly with parents, families and care givers and center staff regarding overall growth and development of children in the program.

Applicants who possess the knowledge, skills, and life experiences to address the cultural and educational needs of a culturally diverse student population are encouraged to apply.

### **Assignment:**

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of August 2024. Schedule may change to include some evening or weekend hours, as needed. This position is represented by the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

Work Location: Child Development Center, Mission College, Santa Clara, CA

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Child Development Specialist class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from the Senior Child Development Specialist in that the latter is providing technical and functional oversight over assigned staff and facilitating communication between instructors and parents of children enrolled in the program.

### **Salary and Benefits:**

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**Anticipated Hiring Range:**

- \$5,300.25 - \$5,765.50 monthly (WVMCEA Salary Schedule, Range 48, Steps A-C).

**Benefits include:**

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance. 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly. \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

**Minimum Qualifications:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**1. Experience:**

- Two years of responsible childrens classroom experience.

**2. Education:**

- Equivalent to a Bachelors degree from an accredited college or university with major course work in early childhood education or a related field.

**3. License and Certificate**

- Possession of, or ability to obtain, an appropriate, valid California Child Development Master Teacher Permit.
- Possession of, or ability to obtain, a valid First Aid and CPR certificate issued by the American

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Red Cross, Heart Association, or other authorized agency.

AND

4. Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Examples of Duties and Responsibilities:**

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

- Participate in the planning and implementation of developmentally appropriate varied educational programs for children in a multi-age pre-school classroom learning environment.
- Provide a variety of age-appropriate activities and developmental experiences for an assigned group of children.
- Communicate regularly with parents, families or caregivers regarding their childrens development and program experiences.
- Interact with children assisting them with developing problem solving and other skills, opportunities for safe risks and the parent, family or caregiver child separation process, contribute to the childs social and emotional development, create a climate of respect for each child; respond sensitively to racial and/or ethnic cultural values, behavior and diversity; respond sensitively to racial and/or ethnic cultural values, behavior and diversity.
- Maintain a safe, orderly classroom including adjacent indoor and outdoor areas; report any safety hazards or injuries in the center; follow health and safety standards for food handling, toileting of young children, hand washing, and universal precautions with exposure to blood.
- Stock classroom with necessary supplies and food, which may include participating in inventory and ordering of supplies.
- Collaborate with senior center staff to maintain accurate records, including daily attendance forms, time sheets, food and menu report forms, and monthly schedules.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.



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**For more information on this position and to apply, please visit our website at the following link:**  
[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

*West Valley-Mission Community College District is an Equal Opportunity Employer.*

### Contact Information

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

### Contact

N/A

West Valley-Mission Community College District

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