

Child Development Specialist
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=250189>

Downloaded On: Dec. 19, 2024 1:50am

Posted Dec. 10, 2024, set to expire Jan. 26, 2025

Job Title	Child Development Specialist
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Dec. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5853669
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Job Description	

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Closing Date:

Definition:

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

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.

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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 February 2025. 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:

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.

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- 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.

AND

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 Red Cross, Heart Association, or other authorized agency.

AND

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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.

Desired Qualification:

Knowledge and Abilities:

Knowledge of:

- Basic principles of early childhood; theories and research of child development.
- First aid and CPR.
- Basic arithmetical operations.
- Techniques and methods used in planning and implementing an early care and education program for young children.
- Theories and practices of behavioral therapy, child development, and parent, family and caregiver child relationships.
- Health and safety regulations applicable to childcare facilities.
- Curriculum planning and developmentally appropriate components for young children.

Ability to:

- Provide input related to the developmental assessment of children in the program.
- Prepare an inviting classroom and play yard for childrens activities.
- Conduct parent-teacher conferences.
- Assist with the development and implementation of a variety of early childhood educational and play activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while providing childrens activities; squat, climb, kneel and twist intermittently when working with children; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 70 pounds or less.
- Supervise children in a wide variety of indoor and outdoor activities.
- Plan and participate in instructional programs for children.
- Use sound judgment in recognizing scope of authority.

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- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

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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Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.
- Degrees must have been awarded by a college or university accredited by an accrediting body

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recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.

- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2171 Fax: (408) 741-2564

Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and



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authorization to work and attest he/she is authorized to work in the United States.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-236FT

Open Date: 11/13/2024

Close Date: 01/02/2024

Open Until Filled: No

For more information on this position and to apply, please visit our website at the following link:

wvm.peopleadmin.com

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

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