

## Citrus College

## Position Description

Position: Child Care and Development Technician	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 29

### Summary

Performs clerical and technical duties that support admitting and registering children of students into the Child Development Center. Researches and identifies potential student families and determines program eligibility. Provides general clerical assistance to support student services and programs.

### Essential Duties and Responsibilities

- Enrolls children into the CDC. Determines level of need and type of care for an accepted child, family income and eligibility for subsidies.
- Researches outside providers to locate child care for student families. Assists families with enrollment applications and related forms to assure proper reimbursement for outside providers. Serve as liaison and point-of-contact for outside providers.
- Assists students who may be eligible for CalWORKS, EOP&S or other subsidies, with enrollment, referral to external child care services, and support. Serves as a student advocate when working with granting, regulatory, and reporting agencies.
- Prepares periodic mandated reports that are connected to funding and ensure up-to-date information on child development data.
- Serves as point-of-contact for parents to arrange and track their participation in child care activities and verify participation complies with obligations.
- Maintains referral lists for off-campus employment opportunities and the field of child care. Maintains resource materials to assist students in developing resumes and organizing employment searches.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

#### ▪ **Knowledge and Skills**

Requires a working knowledge of regulations, policies and guidelines for child development programs, childcare, special subsidy programs, and community college admissions and student record keeping.

Requires working knowledge of special programs such as CalWORKS.

Requires working knowledge of early childhood development and teaching methods used with children in the program.

Requires knowledge of and skill at using personal computers to access and use common desktop productivity software and perform data entry on to student databases.

Requires knowledge of and skills in office methods and procedures, proper American English language usage, grammar, syntax, composition, vocabulary, spelling and punctuation.

Requires sufficient math skill to perform business math computations.

Requires sufficient human relation skills to use proper telephone etiquette, explain procedures to others, and convey a positive image of the District.

#### ▪ **Abilities**

Requires the ability to learn and apply the most up-to-date federal and state regulations, policies, and guidelines and District policies and procedures relating to childcare, and admissions.

Requires the ability to process a high volume of transactions and remain calm in stressful and/or urgent situations.

Requires the ability to work independently and collaboratively, prioritize workload, analyze problems and determine solutions.

Requires the ability to compile data, prepare recurring reports using standardized formats.  
Requires the ability to maintain productive work relationships with staff, students and external agencies.

Requires the ability to compose general office correspondence, analyze enrollment and student financial documentation.

Requires the ability maintain accurate records, file and maintain filing systems, maintain confidentiality of private and/or sensitive information.

Requires the ability to work varying shifts.

- **Physical Abilities**

Incumbent must be able to function effectively indoors in an office environment engaged in work of primarily a sedentary nature.

Requires the ability to sit at a workstation for extended periods of time and to stand upright and forward flexing, for intermittent periods of time.

Requires the ability to interact with student parents at departmental service windows.

Requires near visual acuity to write, read written materials and computer screens, and observe students at service windows in need of assistance.

Requires sufficient hearing and speech ability for ordinary and telephone conversations.

Requires sufficient hand-eye and finger dexterity to write, use a keyboard and mouse or other pointing device.

- **Education and Experience**

Requires a high school diploma, or the equivalent, plus 12 credit hours of college curriculum in early childhood education, plus two years of experience that includes pre-school teaching and special program support.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.