

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Child Development Facilities/Licensing Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0537	WORK YEAR:	12 Months
DEPARTMENT:	Child Development	SALARY:	Range 59 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	12-01-03
		HR REVISION:	04-27-12

BASIC FUNCTION:

Perform independent, specialized tasks to ensure that child development programs meet the required federal, state, and local requirements; and funding terms and conditions for federal and state programs; monitor maintenance and repairs, capital improvements, and facility construction for all child development facilities; coordinate licensing of programs and required health and safety standards.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Serve as a liaison to coordinate all functions required to license new facilities and maintain licenses for existing facilities. **E**

Work with state and federal agencies that regulate and monitor programs, issue licenses, and review facilities to ensure that health mandated and safety standards are met. **E**

Serve as resource for the district to interpret state and federal rules and regulations that govern child development programs. **E**

Determine and facilitate the purchase of furniture, equipment, and supplies to meet regulatory standards for health, safety, and program quality; lift, move, and connect light to moderately heavy computer equipment and objects. **E**

Provide technical expertise in equipping buildings and purchasing playground and other equipment that will comply with federal and state standards for child development programs. **E**

Assist with the formulation of departmental policies and procedures related to Community Care Licensing, facilities, and training; serve on department project teams. **E**

Assist with the preparation of the various grant applications. **E**

Assist teachers in meeting state and federal standards and guidelines. **E**

Coordinate the collection and maintenance of technology-based data and records to ensure that staff and facilities meet licensing requirements. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries. **E**

Perform site facility inspections to ensure quality programs; ensure proper maintenance, operation, and safety of all program locations. **E**

Attend workshops, and review legislation and other publications to remain current regarding new laws, rules, and regulations governing child development facilities/programs. **E**

Work cooperatively with parents, teachers, school principals, and other district administrators to plan, implement, and coordinate capital improvement and repair projects; provide preliminary cost estimates for capital improvement projects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform other related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and five years of experience in child development programs. Prefer school district experience in the area of regulatory and licensing requirements for child development programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding	55 Correct WPM
Word	85% Overall Score
Excel or Access.....	85% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and federal regulations, codes, policies, and laws governing child development programs.

Technical aspects of field of specialty.

Record-keeping techniques, filing systems, and information management.

Computer hardware and related software.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Effective interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

ABILITY TO:

Monitor maintenance and repairs, capital improvements, and facility construction for all child development facilities.

Interpret and explain rules, regulations, policies, and procedures relating to state and federal guidelines impacting child development programs.

Maintain records, and prepare comprehensive reports, and recommendations.

Provide preliminary cost estimates for capital improvement projects.

Establish and maintain cooperative and effective working relationships.

Operate a computer and work effectively with software programs.

Lift, move, and connect light to moderately heavy computer equipment and objects according to safety regulations.

Meet schedules and time lines.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, school site, and construction site environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information; see to read and prepare documents; sit, stand, or walk for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; stoop, bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift, move, and connect light to moderately heavy computer equipment and objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date