

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Child Development Specialist I and II	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9615 CD Specialist I 9616 CD Specialist II	WORK YEAR:	12 Months
DEPARTMENT:	Child Development	SALARY:	Range 42 CD Spec I Range 45 CD Spec II Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: HR REVISION:	03-23-12

BASIC FUNCTION:

Perform diverse, complex clerical and technical duties in the maintenance of eligibility, financial, and enrollment records for a variety of local, state, and federally funded child development programs; duties require specialized knowledge and independent judgment involving frequent and responsible public contact; provide for proper input and output of a variety of data.

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.)

Review and verify applications and submitted documentation for program eligibility according to appropriate funding source guidelines; review all submitted documents to verify a child's program eligibility according to appropriate funding source guidelines. **E**

Receive, maintain, and monitor enrollment applications, documents, and forms for accuracy, completeness, authenticity, and eligibility to various child development programs; determine eligibility of families according to funding source contract obligations, guidelines, and regulations; maintain confidentiality of sensitive and privileged information. **E**

Conduct family enrollment interviews to complete all required forms, determine child admission eligibility, provide program orientation, and assign contract times and fees based upon documentation of need and income, if applicable. **E**

Approve or deny applicants for program enrollment; prepare notices of approval or denial to provide reasonable, timely delivery of professional services. **E**

Prepare and distribute enrollment paperwork; contact district personnel regarding new and discontinued student enrollments; initiate paperwork to terminate enrollment of children in the program at parent request, for non-payment, or due to ineligibility. **E**

Prepare class, kindergarten, and field trip rosters for teachers when and if applicable; prepare master list of students in summer camp. **E**

Assure continued enrollment of families by performing ongoing certification activities within mandated timelines; process enrollment data, and verify and track information to determine eligibility according to the appropriate funding source. **E**

Collect, compute, and record fees, payments, credits/debits, refunds, and stop payment credits; apply fee credits for use of other child care providers if a family's needs for child care cannot be met; generate and mail monthly fee invoices; provide receipts for payment of fees; prepare funds for weekly bank deposit; conduct fee audits; receive, analyze, and make recommendations regarding parent appeals of fees or ineligibility determinations. **E**

Prepare delinquent notices; establish payment plans with specific deadlines; submit delinquent accounts for collection. **E**

Record and track enrollment, attendance (positive and negative), and financial information utilizing specialized child development program software; contact teachers and parents for additional information to document attendance; follow up with families that do not comply with their contract hours. **E**

Compile, update, monitor, and maintain waiting lists; select prospective enrollees according to established policies and procedures. **E**

Prepare, maintain, and audit a variety of confidential attendance records that serve as a basis for reimbursements from state and federal grantees. **E**

Monitor and track medical, dental, and immunization records to ensure they are up-to-date and in compliance. **E**

Communicate with parents, teachers, students, district personnel, and outside agencies to exchange information and resolve issues or concerns related to student enrollment, attendance, fees, medical requirements, contracts, and assigned activities; schedule appointments. **E**

Maintain ledgers, expenditures, and other budget information as required to assist in ensuring the financial viability of the program; prepare reports and records for auditing; order and maintain supplies as needed. **E**

Contact and qualify families on the subsidized Center for Eligibility List (CEL), which is a statewide list that families sign up for according to law, based on need, income, residence, birth-siblings, and largest family to lowest income. **E**

Maintain technical and specialized site operation records and files, and prioritize work to meet district, federal, and state guidelines and timelines; prepare informational materials and packets. **E**

Compile information from a variety of sources, and prepare complex reports as required by district, county, state, or federal regulations; communicate with other agencies or departments to provide or obtain information. **E**

Compose correspondence independently or from oral instructions using a computer; prepare and edit letters, memorandums, flyers, posters, postcards, and forms; request, provide, or verify information; receive, screen, and route mail. **E**

Transmit confidential or sensitive information as appropriate; provide technical information concerning policies and procedures of assigned program or office according to established guidelines. **E**

Prepare, format, type, proofread, audit, and duplicate records, reports, or related materials; assist with parent workshops and other department activities; lift light objects. **E**

Operate a computer and related software; generate reports, records, lists, and summaries from computer database; may operate a scanner; operate standard office equipment. **E**

Monitor and maintain office or program budgets according to established guidelines; order supplies and materials as assigned, and maintain inventory. **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**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of clerical/technical experience. Preference will be given for experience working directly with children and families in family childcare and/or center-based 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.....	50 Correct WPM
Word.....	75% Overall Score
Excel.....	75% Overall Score
PowerPoint.....	75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures, and terminology.

Applicable sections of State Education Code, and state, federal, and other applicable laws including policies related to students.

Record keeping and report preparation techniques.

Operation of a computer, scanner, related software, and standard office equipment.

Query statements, database programs, etc.

Basic math.

Receptionist and telephone techniques and etiquette.

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

Interpersonal skills using tact, patience, and courtesy.

Current office practices, procedures, and equipment.

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.

Learn eligibility requirements and Child Development specialized software.

Assure program activities comply with local, state, and federal contract obligations, guidelines, and regulations.

Handle multiple demands at one time and work with people from a wide variety of disciplines.

Prepare and maintain files and documents.

Operate a computer, scanner, related software, and standard office equipment.

Perform computational tasks with speed and accuracy.

Maintain records and prepare reports.

Lift light objects according to safety regulations.

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.

Understand and follow oral and written directions in English.

Complete work with many interruptions, and meet schedules and timelines.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

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

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office or school site environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to view a computer monitor, read, prepare, and proofread documents related to assigned activities; lift light objects.

SAMPLE HAZARD:

Occasional contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date