



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

CDC PROGRAMS SPECIALIST

DEPARTMENT/SITE:
CHILD DEVELOPMENT CENTER

REPORTS TO:
CDC PROGRAM DIRECTOR

SALARY SCHEDULE: Classified Salary
Schedule (Group 1)

LEVEL: Range 42

WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Education effective: March 13, 2025

JOB GOAL/PURPOSE:

Under the supervision and direction of the CDC Director performs a variety of duties that support all of the Programs offered at the Child Development Center. The incumbents in this classification provide the school community with smooth and efficient operations of all CDC Programs, administrative offices, and school sites which directly support student learning.

DISTINGUISHING CHARACTERISTICS

The CDC Programs Specialist performs clerical support, administrative office, and school sites assistance functions pertaining to the daily operations of the Child Development Center Programs.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Assist in the administration and management of CDC Programs.
- Assist with the management and coordination of all CDC Program activities including but not limited to onsite support, and communication with school sites, vendors, CDC personnel, students, and parents, recruiting and training parent volunteers, schedules, and events.
- Assist in selection of Enrichment classes and scheduling of courses; enter and maintain class selections in the systems database; prepare end-of-session reports.
- Assist with planning and preparing for breaks and summer camps including coordinating lesson plans, keeping website updated, arranging summer field trips, creating marketing materials.
- Maintain CDC Programs database; enter registrations and maintain accurate student database information.
- Act as receptionist for the office, greet all visitors courteously, determine their needs, check appointments, and direct or escort them to the proper person; answer multiline telephones system as necessary and respond appropriately to requests for information or direct calls to appropriate personnel.

- Maintain an attractive and comfortable reception area; immediately report the presence of any visitor who bypasses the office or any suspicious activity or unusual behavior on the part of a visitor in the building.
- Order materials, supplies, or food goods as needed.
- Assist and substitute at the CDC sites on a regular basis in any position.
- May be responsible for the desk duties of other CDC office positions upon cross-training.
- Provide basic first aid for students when necessary.
- Participate in special projects as needed.
- Assist the CDC Director and School Age Programs Supervisor or designee as needed.
- Perform other functions, duties, and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Modern office practices, procedures and equipment
- Letter writing and report preparation techniques
- Data management; storage and retrieval systems
- Receptionist and telephone techniques and etiquette
- Monthly timesheets processing methods
- Word processing techniques; databases spreadsheets and financial software data control procedures and data entry operations
- Financial record-keeping techniques
- Safe work practices

Skills:

- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Interpersonal skills, including use of tact, patience and courtesy
- Attention to detail
- Make mathematic computations with speed and accuracy
- Keyboarding accurately at an acceptable rate of speed
- Proofreading
- Proficiency with Office Productivity Suites (Google, Microsoft Suites)

Ability to:

- Perform responsible clerical and secretarial work independently and effectively
- Compose correspondence and other narrative material
- Assemble and compile data/information and prepare reports; maintain complex files and records
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, and copiers; meet schedules and timelines
- Maintain complete up-to-date and accurate records and financial reports
- Learn and apply rules, regulations, laws and Federal and State guidelines
- Maintain effective relationships with parents, students, community and school personnel
- Compare numbers and detect errors efficiently
- Communicate effectively both orally and in writing
- Interpret, apply, and explain rules, regulations, policies and procedures
- Work confidentially and with discretion

EDUCATION REQUIRED:

One (1) or more of the following:

- BA in Child Development or ECE and one year of experience
- AA in Child Development or ECE and two years of experience
- Some college coursework completed and four years of experience

EXPERIENCE REQUIRED:

- 1 year supervisory experience and semester units in Administration desirable

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Office, classroom, and outdoor environment
- Lift and/or carry items and/or children 40 lbs
- Hearing and speaking to exchange information
- Seeing to monitor students and supervise
- Bending at waist, kneeling or crouching to assist students and to retrieve and store materials
- Sitting, squatting, walking and standing for extended periods of time
- Dexterity of fingers for assisting children and technology devices
- Exposure to climatic elements and intermittent noise
- Potential for contact with bloodborne pathogens and communicable diseases
- Constant interruptions