

## COMPTON COMMUNITY COLLEGE DISTRICT



### **CHILD DEVELOPMENT PERMIT SPECIALIST**

**FLSA: EXEMPT**

#### **DEFINITION**

Under the direction of the assigned administrator, the Child Development Permit Specialist will assist students in becoming familiar with the various levels of the Child Development Permit awarded by the State of California Commission on Teacher Credentialing (CTC).

Duties include assisting students with all aspects of the application process, which includes applying for an initial Permit, renewing, or upgrading to higher level of the Permit. The Permit Specialist will verify Permit applications, forward them to the CTC for approval, and document the number of students served and Permits awarded. In addition, the Permit Specialist will serve as a Professional Growth Advisor to assist students in selecting and attaining professional growth activities to satisfy the 105-hour professional development requirement.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned management or supervisory staff. Exercises no supervision of staff.

#### **CLASS CHARACTERISTICS**

This class is responsible for providing guidance and assistance to students and instructors to attain and maintain currency in the various permits issued by the CTC. The work requires knowledge of the application requirements and process of Child Development permits and certificates. Familiarity with the roles and responsibilities of Childhood Education Professional Growth Advisor is essential to the successful performance in this position. Responsibilities include providing technical assistance to students and faculty in the renewals and upgrades of various levels of permits, as well as in areas such as developing goals and activities for professional growth. This class is distinguished from the Program manager in that the latter organizes and oversees all day-to-day administrative and operational activities of the assigned program(s) performing diverse work involving significant accountability and decision-making responsibility.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Become knowledgeable about all aspects of the Child Development Permit levels and application requirements, and Professional Growth Advisor roles and responsibility.
- Promote and hold regularly scheduled Child Development Permit Information Sessions at the Compton campus.
- Meet with students individually, in small groups, and in classroom settings to provide information and application forms.
- Answer student questions via email and phone regarding the permit requirements or process.
- Provide information regarding Livescan, experience requirements, professional growth advisors, renewals, and upgrade for the permit.
- Review submitted permit packets for completeness.
- Forward completed packets to the Commission on Teacher Credentialing.
- Recommend changes/additions to the Childhood Education Department Web site as issues arise related to the Permit.
- Keep records of the number of students who attend Permit Information Sessions, individual sessions and are awarded permits at each level.
- Serve as a Professional Growth Advisor for students at the Torrance and El Camino Campus and assist them in designing professional development goals and selecting activities to support these goals.

### **QUALIFICATIONS**

Knowledge of:

- Principles and practices of early childhood education
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection, report preparation, and maintenance of records
- Recordkeeping principles and procedures, including developing professional growth plan, goal setting, and tracking verification materials
- Modern office practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Research and acquire technical information for students on professional growth and permit/certificate completion.
- Provide assistance and technical advice to students on professional growth and permit/certificate completion.
- Explain information and provide assistance to students and faculty.
- Assure the care and security of assigned equipment, materials, supplies, and records.

- Discuss the permit requirements with college students of varying abilities/backgrounds and serve as the source of helpful information about permit obligations.
- Communicate effectively and professionally both verbally and in writing with external establishments such as Child Development Training Consortium, California Commission on Teacher Credentialing, or California Department of Education.
- Learn, interpret, and apply Federal, State, and local, administrative and departmental laws, codes, regulations, policies, procedures, and interpret legal descriptions.
- Recommend professional growth activities to current CD permit holders for fulfillment of the required growth hours.
- Advise credential holders about their professional growth plans and activities. Ask questions, make observations and suggestions, and assist permit holders in obtaining information about professional growth opportunities.
- Review and evaluate permit application packets for compliance with state and local permit requirements.
- Use the standards to determine whether activities identified on a Professional Growth Plan and Record meet the requirements and has a responsibility to inform the permit holder. He/she has a responsibility to inform the permit holder if planned activities do not satisfy the standards
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Maintain a positive rapport with all Childhood Education Program faculty
- Perform in stressful situations and multitask in a busy department environment
- Organize own work schedule, set priorities, and meet critical time deadlines.
- Maintain flexibility with changes in program and work schedule

Education and Experience:

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Bachelor's degree in child development, early childhood education, human development, home economic/family and consumer studies or related field
- Minimum of two years working in a child development center, preschool, academic department or student services capacity at a community college or public agency.
- Skilled in WORD, PowerPoint, and Excel.
- Knowledge of relevant Childhood Education programs and College policies.
- An interest and ability to work with a diverse group of students.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; copier, printers, software programs, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.