

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.