



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**

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:**

## Child Development Specialist I and II