

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD DEVELOPMENT ENROLLMENT CLERK I

BASIC FUNCTION:

Under the direction of a Child Development Division (CDD) Program Director/Specialist, perform a variety of clerical and preliminary enrollment/registration duties and assist in the supervision, care, and instruction of infant/toddler care, preschool (ages 3-5 years) and school-aged care in support of a child development program.

DISTINGUISHING CHARACTERISTICS:

CDEC I incumbents perform a variety of clerical and classroom support duties including filing, recording and processing information, answering telephones and providing information about Child Development programs to parents, staff and community. CDEC II incumbents perform specialized clerical and technical duties on a computer workstation specific to Child Development programs. CDEC II incumbents are required to exercise independent judgment and may be assigned lead duties in classroom supervision.

REPRESENTATIVE DUTIES:

Answer telephones; take and relay messages; greet the public and provide routine information regarding the enrollment process in accordance with current legislation for Child Development programs; direct inquiries to the appropriate personnel or office; make phone calls to request, provide or verify information as directed. *E*

Provide substitute assistance in the supervision, care, and instruction of children between the ages of infant/toddler, preschool (ages 3-5 years) and school-aged in support of a child development program. *E*

Maintain records, inventories, index and cross-reference files. *E*

Receive, sort and distribute incoming and outgoing mail. *E*

Distribute various forms and provide Child Development program information and assistance to parents, the public and child development program staff regarding completion. *E*

Operate a variety of office equipment, such as calculator, copiers, and other office machines as required. *E*

Provide first aid to ill and injured students as assigned; contact parents, guardians, nurse or public service agencies in accordance with established guidelines. *E*

Coordinate schedules and communicate with others regarding meetings, appointments, activities or announcements; schedule appointments, meetings and arrange interviews for supervisor and others. *E*

Secure substitute child development instructors and/or child development program assistants; independently coordinate with school sites to temporarily fill child development program staff vacancies; schedule substitutes to allow program staff to attend conferences and staff development activities. *E*

Maintain supply and material inventory as required for assigned child development program; receive and organize distribution of materials, equipment and supplies according to established procedures. *E*

Assure the timely duplication and distribution of a variety of records, reports and other materials for Child Development programs as directed. *E*

Provide temporary substitute assistance in the supervision of children as needed to maintain CDD adult-child ratios in the classroom. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Alphabetical, numerical and subject matter filing systems.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Basic child development program eligibility requirements, practices, and procedures for classroom assistance.

ABILITY TO:

Perform clerical and technical duties such as filing, duplications, typing, and maintaining routine records.
Operate a copier and adding machine.
Understand and follow oral and written directions.
Meet schedules and timelines.
Work cooperatively with others.
Communicate effectively both orally and in writing.
Methods used to motivate and control children between the ages of infant/toddler, preschool (ages 3-5 years) and school-aged.
Basic practices of child care and development.
Requirements of maintaining an infant/toddler center in a safe, clean and orderly condition.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by coursework in clerical skills; one year of experience in the care of children or working with children in an early childhood setting or elementary school site, and six (6) semester units of coursework in Child Development (CD) or Early Childhood Education (ECE) completed at an accredited college or university.

LICENSES AND OTHER REQUIREMENTS:

The possession of, or securing valid certification to administer First Aid and Infant/Child CPR within six (6) months of employment in this classification.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment, hearing and speaking to exchange information in person or on the telephone, seeing to proofread documents and typing assignments, sitting for extended periods of time, bending, pushing, lifting and moving objects weighing up to 25 pounds.