

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CHILD DEVELOPMENT ENROLLMENT CLERK II

BASIC FUNCTION:

Under the direction of a Child Development Division (CDD) Program Director/Specialist, perform a variety of responsible and technical clerical work in support of Child Development programs, including infant/toddler care, preschool (ages 3-5 years) and school-aged care; provide work direction and guidance to other clerical personnel as assigned.

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:

Perform a variety of clerical duties including operation of a computer workstation, typing, filing, record keeping, proofreading and processing information. *E*

Provide substitute instruction, supervision, and care of infant/toddler children between the ages of infant/toddler, preschool (ages 3-5 years) and school-aged, and assist in the supervision of the Child Development Program Assistant. *E*

Compose letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer workstation. *E*

Receive and screen phone calls and visitors; provide information and direct inquires and visitors to the proper personnel or office; provide technical information concerning policies and procedures of Child Development programs. *E*

Maintain a variety of logs, records, and files related to child development programs; compile information and prepare summaries and reports including attendance and enrollment data. *E*

Operate a variety of office equipment, such as typewriter, calculator, copiers, computer workstation and other machines as required; enter data in a computer workstation using software as required by the position. *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*

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials. *E*

Schedule appointments, conferences and meetings; maintain various schedules and calendars. *E*

Receive and verify applications for child development services; recommend status of eligibility for prospective program participants as assigned; maintain records such as enrollment, attendance and absence verification; maintain confidentiality of records. *E*

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

Perform other related duties as required or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Record storage, retrieval and management systems.
Alphabetical, numerical and subject matter filing systems.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Basic first aid techniques and procedures.
Child development program eligibility requirements, practices, and procedures.
Methods used to motivate and supervise infant/toddler, preschool (ages 3-5 years) and school-aged.

ABILITY TO:

Perform clerical and technical duties such as filing, duplications, typing, and maintaining routine records.
Learn and apply laws, rules, and regulations involved in Child Development programs in assigned clerical and technical activities.
Learn and apply basic routines and requirements for infants (8 weeks up to but not exceeding 36 months) or children three (3) years to five (5) years of age.
Operate a wide variety of office equipment including computer workstation.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Meet schedules and timelines.
Maintain records and prepare reports according to CDD guidelines.
Work cooperatively with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, including or supplemented by coursework in clerical skills; one year of clerical/office experience including some experience with automated office equipment; twelve (12) units of coursework in Child Development or Early Childhood Education completed at an accredited college or university; two years of experience in the care of children or working with children in an early childhood setting or elementary school.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

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.