

CHILD DEVELOPMENT PROGRAM TECHNICIAN

DEFINITION

Under general direction, performs specialized work as related to child development activities and fiscal record keeping in relationship to the District Child Development program.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished by the maintenance of fiscal record keeping maintaining a high degree of accuracy, and complex accounting and clerical tasks, to include the responsibility for the registration, billing of Child Care accounts, maintenance of accounts payable, budgeting, and assist in supporting and monitoring District Child Care programs.

OCCUPATIONAL GROUP

Classified (Clerical)

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists in the organization/operation of the District Child Care programs. **(E)**
2. Under the direction of the Child Development Manager, processes and maintains accounts receivable for District-wide child care programs including, but not limited to, posting payments, billing child care accounts, completing cash verification forms, following up on delinquent accounts and/or collection activities. **(E)**
3. Assists the Child Development Manager in the review and monitoring of budgets to assure efficient use of funds. **(E)**
4. Maintains and updates waiting lists for all Child Development programs, monitors enrollment numbers for drops, and follows necessary steps to enroll new students. **(E)**
5. Monitors and maintains control of student attendance for all Child Development programs and completion of monthly and yearly attendance reports. **(E)**
6. Assists the Child Development Manager in monitoring children's records, including, but not limited to, emergency cards, registration forms, hours/days of attendance, and related permission slips. **(E)**

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7. Assists the Child Development Manager in assessment of staffing needs and assignments, to include verification of mandatory educational requirements. **(E)**
8. Maintains substitute call list, calls substitute staff as needed.
9. Monitors and processes time sheets and absence reports for all Child Development employees. **(E)**
10. Assists the parents/public with a variety of information related to all aspects of District Child Development programs and curriculum, as well as information of Child Care resources in the Inland Valley.
11. Arranges and processes all paperwork associated with registration, field trips, holiday activities, summer and intersession activities, warehouse requisitions, purchase requisitions, and maintenance requests. Arranges for conferences. Organizes and monitors check-out of materials such as videos, software, and curriculum. **(E)**
12. Creates flyers, forms, parent and staff handbooks for the Child Development programs.
13. Performs other related duties as assigned.

(E) = Essential Functions

MINIMUM REQUIREMENTS

Knowledge of:

- Accounting principles and budgeting;
- Methods used in developing and preparing financial reports;
- Computer applications including, but not limited to, Microsoft Office Professional, Word, EXCEL, Access, PowerPoint, Windows 3.11, Windows 95, and Graphics;
- Child development principles.

Ability to:

- Written and oral communication skills;
- Interpersonal skills;
- Positive attitude;
- Computer skills;
- Perform complex accounting functions;
- Prepare and review financial statements and related summaries and reports;
- Perform double entry bookkeeping;
- Operate computer, FAX, typewriter, adding machine, Xerox, heavy telephone and computer usage;

- Plan, develop, and monitor activities with good organizational skills and flexibility;
- Establish and maintain cooperative and effective relationships with those contacted during the course of the working day;
- Establish good rapport with public.

EXPERIENCE

Three (3) years of increasingly responsible experience in fiscal record keeping and reporting involving manual or computer accounting systems and experience in the Child Development field desirable.

Successful completion of college or business school course work (twenty-four (24) semester units or thirty-six (36) quarter units equal to one year) in Accounting and/or Child Development or a related area may be substituted for up to two years of the required experience on a year-for-year basis.

EDUCATION

Education equivalent to the completion of the 12th grade.

WORKING CONDITIONS

- Complex office environment;
- Subject to frequent interruptions and continual deadlines;
- Interaction with multiple staff members;
- Heavy involvement/interaction with the parents and the public;
- Heavy telephone and computer usage.

PHYSICAL ABILITIES

- Bending at the waist and reaching to retrieve and maintain files and records;
- Carrying, pushing, or pulling;
- Dexterity of hands and fingers to operate computer keyboard and other office equipment;
- Hearing and speaking to exchange information in person and on the telephone;
- Kneeling or crouching;
- Operate computer for extended periods of time;
- Visual ability to read and to prepare/process documents;
- Sitting for extended periods of time.

HAZARDS

- Extended viewing of computer monitor;
- Working around and with machinery having moving parts.

ADDITIONAL REQUIREMENTS

Must possess or obtain prior to appointment, a valid California Driver's License. Must have the ability to obtain and maintain insurability status under the District's Vehicle Insurance Policy.

Board Approved: 06/18/98
Revised: 10/15/98