

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A
SALARY RANGE: 79

CLASS TITLE: CHILD DEVELOPMENT WORKFORCE INITIATIVE SPECIALIST

DEFINITION

Under general supervision, assists in planning, organizing, coordinating, and implementing the Child Development Workforce Initiative (CDWFI) program; provides routine administrative and operational support for assigned projects and/or program; plans and coordinates education and outreach efforts; participates in evaluating program effectiveness; summarizes and maintains program records and reports; fosters cooperative working relationships with students, staff, faculty, and grant partner agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Business. May exercise technical and functional direction over and provides training to student workers.

CLASS CHARACTERISTICS

This is a program specialist classification responsible for assisting in planning, organizing, coordinating, and implementing assigned programs, projects, services, and activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procedures and policies of the assigned program. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, thorough knowledge of the policies, procedures and eligibility requirements, and extensive staff, public, and organizational contact. This class is distinguished from the Program Manager in that the latter is responsible for overall program development, budget administration, and administrative responsibility of assigned program.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assists in planning, organizing, coordinating, and implementing the CDWFI program and related projects, services, and activities; establishes schedules and methods for providing services; identifies and recommends improvements or modifications.
- Participates in developing goals, objectives, policies, procedures, and work standards for the CDWFI program and related projects to which assigned.
- Implements CDWFI program and/or projects, including contacting stakeholders, gathering data and information, and implementing approved changes and/or updates; oversees engagement calendar and ensures all deadlines and timelines are met; provides on-going support to ensure program and project success.
- Assists in planning, coordinating, and implementing various events, workshops, campus tours, meetings, and outreach and recruitment activities to facilitate student success, retention, and persistence; recruits students from high schools, community colleges, and universities to participate in the CDWFI program.
- Identifies barriers to success and refers students for on-campus academic support, workshops, intervention, and tutoring; coordinates services with designated academic counselors in compliance with District advising policies and procedures.

- Guides students regarding the California Child Development Permit Matrix application and requirements.
- Coordinates with CDWFI academic counselor to access and monitor student transcripts, education plans, and other student data.
- Develops and maintains productive working and collaborative relationships with grant partners, industry professionals, District academic and career programs and services, students, colleagues, and faculty.
- Maintains current knowledge regarding District programs and articulation agreements, admission requirements, financial aid and scholarships, student support programs, and additional resources to ensure student success and retention.
- Markets programs, projects, services, activities, and events through various communication venues and social media; assists in developing flyers, brochures, and other marketing materials.
- Coordinates with other programs, departments, and divisions to ensure effective and efficient operations and services of assigned program and projects.
- Prepares and assembles quarterly and annual reports and other informational materials regarding student progress and completion.
- Provides administrative assistance and operational support to assigned program and projects; composes, types, edits, and proofreads a variety of documents, including forms, memos, reports, and correspondence.
- Maintains and updates various databases and filing and record keeping systems for assigned program and projects.
- Attends and participates in program-related activities, advisory boards, and professional conferences and meetings concerned with the development and implementation of assigned program and projects.
- May provide guidance to assigned staff, including preparing weekly and daily schedules and reviewing and controlling quality of work.
- May participate in and oversee the administration of program and project budgets, including monitoring expenditures and ordering supplies, materials, and equipment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for implementing and maintaining assigned program and projects.
- Grant funded programs and projects, including compliance, documentation, and reporting and evaluation procedures and processes.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for effectively representing the District in contacts with community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Participate in the implementation of assigned program(s).
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned program and projects.
- Make accurate mathematical, financial, and statistical computations.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Effectively represent the District and the program in meetings with various businesses, professional, regulatory, and legislative organizations.
- Identify and implement effective course of action to complete assigned work.
- Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college or university with major coursework in child development, counseling, psychology, family/consumer sciences, educational counseling, social work, career development, human resources, business administration, or a related field and two (2) years of increasingly responsible program or project coordination experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification

although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.