

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: Senior Child Development Associate			<i>Approved:</i> August 23, 2007
Level: I	FLSA Status: Non-Exempt	Class Code: N0930	<i>Approved By:</i> College President

### GENERAL DESCRIPTION

Performs duties of planning, developing, and implementing appropriate curriculum to meet the needs of each individual child in accordance with the National Association for the Education of Young Children (NAEYC) accreditation standards. Screens and assesses children to develop IEPs (individual educational plans). Communicates with families, attends meetings and conferences, and participates in all required trainings.

### KEY RESPONSIBILITIES

### % OF TIME

1. *	Implements the program by meeting quality early childhood criteria in accordance with the HCC Child Development – Teaching Labs policies and philosophy established to meet the NAEYC accreditation standards.	20%
2. *	Plans, develops and implements appropriate curriculum to meet the needs of each individual child in accordance with NAEYC accreditation standards.	20%
3. *	Screens and assesses children to determine developmental/educational needs and develops and implements individual educational plans to meet all collaborative agency standards. Documents children’s progress utilizing a portfolio.	20%
4. *	Communicates with families through parent conferences and written correspondences.	10%
5.	Attends meetings and conferences of professional organizations appropriate for early childhood education.	5%
6.*	Attends and participates in all staff meetings and required trainings for ongoing educational growth and development.	10%
7.*	Complies with local, state, and national regulations as well as NAEYC Code of Ethics.	10%
8.	Collaborates with others in the community demonstrating Best Practices for the Teaching Lab School.	5%
9.	Performs other similar and related duties as required.	

\* Indicates an “essential” job function.

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<b>KEY JOB REQUIREMENTS</b>		
Education:	Associate's Degree or Two Year College equivalent required.	
Experience:	2 to 3 years.	
Planning:	Plan events that are expected to occur in the next one to three months or on a quarterly basis. The primary scope of planning activities in this position affects the section or large group.	
Impact of Budget:	Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
Impact of Decisions:	Decisions and impact are limited to decisions and planning within a small work group or affects department.	
Complexity:	Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work polices or procedures.	
Decision Making:	Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
Communications with Others:	Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
Supervision of Others:	Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work.	
Job-Related Knowledge:	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
Innovation/ Creativity:	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	