

CHILD DEVELOPMENT CENTER - FRONT DESK ASSISTANT

DEFINITION

Performs a variety of tasks to support the Child Development Center evening teaching staff requiring minimum knowledge of child development principles and the ability to interpret and apply procedures and policies to assigned routines.

DISTINGUISHING CHARACTERISTICS

Performs a wide variety of entry-level general child development center duties within a framework of established procedures. While a variety of tasks may be assigned, the work of this class requires exercise of independent judgment in the interpretation and application of rules, procedures, policies, and precedents of a developmentally appropriate, accredited and state licensed child development center and laboratory school.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by higher-level Child Development Center staff or administrative position.

May provide work direction to student workers.

EXAMPLES OF DUTIES

Supports child development teaching staff in routine classroom activities.

Maintains children's files and records.

Answers telephones and counter inquiries and gives out information regarding operations.

Monitors front desk entrance of clients.

Posts a variety of information on child development classroom bulletin board.

Implements developmentally appropriate practice.

Completes varied and clerical work involving the use of independent judgment and accuracy.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

Performs other duties as assigned.

EMPLOYMENT STANDARDS

Minimum Qualifications:

12 units of early childhood education or child development.

Two years of experience working with children and one year experience in clerical or receptionist work.