

MODESTO CITY SCHOOLS

JOB DESCRIPTION

CHILD DEVELOPMENT FAMILY SERVICE ASSISTANT

DEFINITION:

Under the direction of the Director of Child Development Programs, recruit and enroll children meeting eligibility and need; perform clerical and record-keeping tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit and enroll children in the Child Development programs that have met eligibility and need as defined by Local, State and Federal regulations; prepare attendance records for Local, State and Federal reports; assist the childcare provider by making home visits and/or telephone calls as needed to maintain communication with parents regarding attendance, school programs, services and activities.
- Assess family needs and serve as a resource for health and social service referrals; conduct site visitations; collect, track and input data as required by Local, State and Federal mandates.
- Calculate and maintain student attendance records as required by Local, State and Federal guidelines.
- Develop and implement processes to increase program enrollment; generate and disburse flyers, webpages, social media pages and other marketing materials to advertise program services; provide parent tours as required; attend school and community events to advertise programs; develop and implement enrollment incentives in accordance with established guidelines, policies and procedures.
- Encourage and recruit parents to participate in various school and community activities; promote parent and community involvement in the Child Development programs
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work as assigned.
- Attend a variety of meetings as assigned.

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of successful experience performing recruitment and enrollment for child development programs.

Licenses and other Requirements:

- Valid California Class C driver's license.
- Must provide a DMV printout within five (5) work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Title 5 and Title 22 licensing requirements.
- Education Code as it pertains to child development.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Infant/toddler programs and principles.
- Interpersonal skills using tact, patience and courtesy.
- Operate a variety of standard office equipment including a computer and assigned software

Ability to:

- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Drive a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/4/2004

Unit Approved: 5/21/2004

Board Approved: 7/19/2004

FLSA Status: Non Exempt