

CAREER OPTIONS IN CHILD DEVELOPMENT



Child Care and Development
Community and Social Services
Elementary School Settings
Adult Education and Training
Other Related Work Options



CAREER OPTIONS IN CHILD DEVELOPMENT



"To Enrich Lives Through Effective And Caring Service"

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CAREER OPTIONS IN CHILD DEVELOPMENT

CHILD CARE AND DEVELOPMENT

Teacher Aide
*Assistant Teacher
*Associate Teacher
*Child Development Teacher
Preschool Teacher
*Master Teacher
*Site Supervisor
*Program/Center Director
**Early Childhood Special Education Teacher
**Curriculum Coordinator
Infant Specialist
School Age Specialist
Owner/Operator of a Child Care Center
Licensed Family Child Care Provider

ELEMENTARY SCHOOL SETTINGS

Instructional Aide
**Credentialed Teacher (Early Childhood)
**Early Childhood Special Education Teacher
After School Program Staff
After School Program Coordinator

ADULT EDUCATION AND TRAINING

**Child Development Trainer
**Community College Instructor
Infant/Toddler Certified Trainer
**Parent Educator
**Vocational Education Instructor

COMMUNITY AND SOCIAL SERVICES

Parks and Recreation Aide
Parks and Recreation Program Supervisor
School Age Enrichment Program Staff/Leader
Child Life Specialist**
Community Care Licensing Analyst
Family Services Advocate
Resource and Referral Specialist
Early Intervention Specialist**
Home Visitor
Project/Program Administrator in Child-related Agencies**
Early Childhood Mental Health Specialist**
City/County Child Care Coordinator**

OTHER RELATED WORK OPTIONS

Child Development Researcher**
Child Care and Development Consultant
Playground Designer
Sales/Marketing for Early Education Materials
Child and Family Public Policy Specialist

* Refers to the levels on the Child Development Permit Matrix

** These positions usually require a Bachelor degree and additional advanced training.

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Hold Hands with the Future: Theirs and Yours

Are you the kind of person who wants to have an impact on the future? When you work with children, or on their behalf, you are helping to create the future. There are dozens of wonderful careers in the field of child development and early care and education (ECE). There are also other work opportunities where knowledge of child development is important.

The field of ECE needs trained, creative educators and caregivers to provide high quality services to young children and families in a variety of settings. In Los Angeles County, 56% of children ages 0-13 have parents who work. Approximately half of all these children are in ECE centers, licensed family child care homes or supervised after-school settings. In addition, there are thousands of young children moving into part-day preschool to prepare for kindergarten.

In addition to over 1,000 school-age programs on school sites, there are over 3,000 licensed ECE facilities in the County of Los Angeles. Among the services offered at these centers are: Head Start and State Preschool, full-day early care and education, and before-and-after school supervised enrichment. With the recent expansion of child development programs, particularly pre-kindergarten programs such as Los Angeles Universal Preschool (LAUP), hundreds of additional teachers are needed to educate and care for the youngest members of our society.

There are over 10,000 licensed family child care homes in Los Angeles County. These small businesses serve thousands of children of all ages, partnering with parents to help nurture infants and toddlers, helping prepare young children for school, and providing warm, homelike environments for school-age children after school hours.

Many individuals begin their careers in child development by working directly with young children in a home or classroom setting. With additional education, training, and experience a person who began by assisting others or operating a home-based service can become a master teacher, the manager of a program, or a specialist who works with parents and teachers.

Whether your ambition is to be the lead teacher in a classroom, to operate your business from your home, or to develop a specialization that takes you out of the classroom, education and training are the keys to success. You can begin at one occupation, and continue to obtain your education while you work so that you can take advantage of promotional opportunities to move into the career/occupation of your choice when you are ready.

Beginning requirements for assistants and family child care home providers are minimal. However, even some beginning positions require college level classes in order to prepare you for your work with children.

Educational preparation does not mean taking only ECE classes. It includes building all the skills required to be an effective teacher or manager as well as a successful adult learner: reading comprehension, writing, math, and critical thinking skills. As you pursue a career in the field of ECE, or in a related field, it is important to consider your choice of an educational or training institution. Only units from an accredited* institution will count toward meeting Child Development permit or degree requirements.

This is an exciting time for the profession of early care and education. The opportunities for you to grow professionally are greater than ever before. This brief, practical guide will help you find your path to the right career in early care and education.

*Western Association of Schools and Colleges

CHILD DEVELOPMENT TRAINING AND CERTIFICATION RESOURCES

COMMUNITY CARE LICENSING (CCL)
CALIFORNIA DEPARTMENT OF SOCIAL
SERVICES

www.ccl.dhcs.ca.gov

Los Angeles County EAST

1000 Corporate Center Drive, Suite 200B
Monterey Park, CA 91754
Phone: (323) 981-3350

Los Angeles County NORTHWEST

6167 Bristol Parkway, Suite 400
Culver City, CA 90230
Phone: (310) 337-4333

CCL provides information and applications for child care facility licenses, including centers and family child care homes.

CALIFORNIA ASSOCIATION FOR THE
EDUCATION OF YOUNG CHILDREN

www.caeyc.org

The primary statewide professional organization for the early childhood workforce. The organization offers conferences, training, scholarships, and information on quality care and early literacy.

CALIFORNIA ASSOCIATION OF
FAMILY CHILD CARE

www.cafcc.org

The statewide professional organization for licensed family child care providers, offering information on professional development and family child care business.

INVESTING IN EARLY EDUCATORS
STIPEND PROGRAM

Los Angeles County Office of Child Care
www.childcare.lacounty.gov

(213) 974-4674

The program provides stipends to eligible participants upon completion of appropriate college units.

COMMISSION ON TEACHER
CREDENTIALING

(916) 445-7256

www.ctc.ca.gov

This State agency issues all teaching credentials and Child Development permits.

CHILD DEVELOPMENT TRAINING
CONSORTIUM

(209) 572-6080

www.childdevelopment.org

Funded by the California Department of Education, the Consortium helps individuals meet the requirements for the Child Development permits as described in the matrix by reimbursing college tuition costs and permit fees to eligible students/teachers/providers. The Consortium also provides training for directors and for Professional Growth Advisors.

PARTNERS FOR QUALITY/ PROGRAM FOR
INFANT TODDLER CARE (PITC) AT WESTED

Bobbie Edwards, Coordinator

Phone: (626) 524-1829

www.pitc.org

PITC is a training program for personnel working with infants and toddlers. The training involves lecture, discussion, and video presentations, as well as hands-on practice with the guidance of a highly qualified infant care specialist.

LOS ANGELES UNIVERSAL PRESCHOOL
(LAUP) WORKFORCE INITIATIVES

www.laup.net

(213) 416-1200

Among the initiatives are a teacher stipend program, a recruitment and training project involving community colleges and four-year colleges, and training to improve the competency of the LAUP workforce.

TEACH FOR AMERICA
www.teachforamerica.org
(213) 489-9272

A model for recruiting, selecting, training and supporting early childhood educators, targeting college graduates and partnering with a local college to obtain child development permits and credentials or master degrees. Interns are placed in lead teacher positions in pre-k and/or Head Start classrooms.

REGIONAL OCCUPATIONAL PROGRAMS
(ROP)
www.carocp.org

There are eight districts, including Los Angeles County Office of Education, operating ROPs throughout Los Angeles County. Most provide ECE classes. These classes will apply toward a Child Development permit, but may not transfer to a college. The courses are free. To find what is available in your community, go to the Web site and click on California ROCPs.

JUMPSTART
www.jstart.org
(323) 931-0923

Jumpstart trains and supports college students to work individually with young children in early education settings to build children's learning skills.

CHILD CARE RESOURCE AND REFERRAL
(R&R) PROGRAMS
www.rrnetwork.org

The 10 R&Rs in Los Angeles County offer technical assistance, training and support for individuals wanting to become licensed family child care home providers. Some R&Rs provide career training and college courses in ECE. Contact your local R&R for specific service information.

Child Care Resource Center (818) 717-1000
(661) 949-0615

Pathways (213) 427-2700

Connections for Children (310) 452-3325

Crystal Stairs, Inc. (323) 421-1029

Center for Community and Family Services
(310) 217-2935

Child Care Information Service
(626) 449-8221

Mexican American Opportunity Foundation
(323) 890-1555

Children's Home Society (562) 256-7490

Options-A Childcare and Human Service
Agency 626) 856-5900

Pomona Child Development (909) 397-4740
(800) 397-9777

Los Angeles County Colleges and Universities Offering ECE

Public Community Colleges

These Community Colleges offer courses in Child Development/ECE as well as the required general education courses. Some of these colleges also offer special training programs specifically for students of child development.

Antelope Valley College
3041 West Avenue K
Lancaster, CA 93536
www.avc.edu

Cerritos College
11110 Alondra Boulevard
Norwalk, CA 90650
www.cerritos.edu

Citrus College
1000 West Foothill Boulevard
Glendora, CA 91741
www.citruscollege.edu

College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
www.canyons.edu

El Camino College Compton Education Center
1111 East Artesia Boulevard
Compton, CA 90221
www.compton.edu

El Camino College
16007 Crenshaw Boulevard
Torrance, CA 90506
www.elcamino.edu

Glendale Community College
1500 North Verdugo Road
Glendale, CA 91208
www.glendale.edu

Long Beach City College
4901 East Carson Street
Long Beach, CA 90808
www.lbcc.edu

East Los Angeles College
1301 Avenida Cesar Chavez
Monterey Park, CA 91754
www.elac.edu

Los Angeles City College
855 North Vermont Avenue
Los Angeles, CA 90029
www.lacitycollege.edu

Los Angeles Harbor College
1111 Figueroa Place
Wilmington, CA 90744
www.lahc.edu

Los Angeles Mission Collage
13356 Eldridge Avenue
Sylmar, CA 91342
www.lamission.edu

Los Angeles Pierce College
6201 Winnetka Avenue
Woodland Hills, CA 91371
www.piercecollege.edu

Los Angeles Southwest College
1600 West Imperial Highway
Los Angeles, CA 90047
www.lasc.edu

Los Angeles Trade Technical College
400 West Washington Boulevard
Los Angeles, CA 90015
www.lattc.edu

Los Angeles Valley College
5800 Fulton Avenue
Valley Glen, CA 91401
www.lavc.edu

Mt. San Antonio Community College
1100 North Grand Avenue
Walnut, CA 91789
www.mtsac.edu

Pasadena Area Community College
1570 East Colorado Boulevard
Pasadena, CA 91106
www.pasadena.edu

Rio Hondo Community College
3600 Workman Mill Road
Whittier, CA 90601
www.riohondo.edu

Santa Monica Community College
1900 Pico Boulevard
Santa Monica, CA 90405
www.smc.edu

West Los Angeles College
9000 Overland Avenue
Culver City, CA 90230
www.wlac.edu

Public Four- year Universities

California State University Domínguez Hills
1000 East Victoria Street
Carson, CA 90747
www.csudh.edu

California State University Long Beach
1250 Bellflower Boulevard
Long Beach, CA 90840
www.csulb.edu

California State University Los Angeles
5151 State University Drive
Los Angeles, CA 90032
www.calstatela.edu

University of California Los Angeles
Los Angeles, CA 90095
www.ucla.edu

UCLA Extension
10995 Le Conte Avenue
Los Angeles, CA 90095
www.ucla.edu

Private Two- and Four-year Colleges

Marymount College
30800 Palos Verdes Drive East
Rancho Palos Verdes, CA 90275
www.marymountpv.edu

Mount St. Mary's College
10 Chester Place
Los Angeles, CA 90007
www.msmc.la.edu

Pacific Oaks College
5 Westmoreland Place
Pasadena, CA 91103
www.pacificoaks.edu

University of La Verne
1950 Third Street
La Verne, CA 91750
www.ulv.edu

Whittier College
13406 East Philadelphia Street
Whittier, CA 90608
www.whittier.edu

COMMON QUESTIONS ABOUT CAREERS IN CHILD DEVELOPMENT

I want to work with young children. What are my job options?

In child development and early childhood education (ECE) there are three primary work settings: child care and development centers including infant/toddler and preschool programs for children under age 6; family child care homes; and school age programs either at a school site or a community setting.

A **family child care home** is actually a small business conducted in your own home. It requires a license and there is a limit to the number of children you serve. As a family child care home provider, you set the hours and fees, market your services, contract with parents, hire and train assistants, and provide care to the children you enroll. You are teacher, caregiver, and manager all in one.

Center-based programs for young children may offer several different job positions: assistants, teachers, master or head teachers, assistant directors, site supervisors, and program directors. The requirements (education and experience) for each position vary and are related to the responsibility of the job.

- Assistants usually require few college units and little or no experience. The job functions are assisting other staff with all activities of the program.
- Teachers, master teachers and preschool teachers develop and implement all aspects of the program including setting up the environment, choosing and implementing curriculum related activities, communicating with parents, observing and assessing children, and supervising assistants and aides.

The educational requirements depend on the type of center or program. In programs that are regulated under Title 22 of the California Administrative Code only, a teacher must have 12 college units and some experience. A qualified preschool teacher will meet higher educational requirements. Centers contracted by the California Department of Education (CDE) require teachers (for all age groups) to hold, at a minimum, a child development teachers permit, which requires 24 units in early childhood education (ECE)/Child Development and 16 general education units. Permits for teachers in school-age programs require at least 12 units in school-age coursework.

Center or Program Director and Site Supervisor positions may require an Associate of Arts (AA) or Bachelor (BA) degree and several years experience. The job duties may include: hiring, training, and supervising other staff; managing accounts; ordering supplies; enrolling children; ensuring compliance with operating policies and licensing regulations; and communication with parents.

School-age programs also have different staff levels. There are usually assistant positions although the actual job title might be different. There is usually a site coordinator or group leader who supervises other staff. There may also be an area coordinator with administrative responsibility for the overall program or for several program sites. Requirements vary depending on the sponsorship of the program. Again, the higher level positions will require more education and experience.

Do I need a college degree or permit to work in the field of child development? Will a degree guarantee a better job?

Licensed child development programs that do not contract with the CDE do not, in general, require degrees for their teaching staff. In most cases, six college units in ECE will qualify you for an assistant position and 12 to 24 units will qualify you for a teacher position. However, the pay is usually at the bottom end of the scale for these positions (\$7 - \$11 per hour on average). In centers with a CDE contract, teachers must have the child development teacher permit, which requires 40 units of ECE and general education courses and 150 hours of experience. The pay for beginning teachers in CDE-contracted programs averages between \$10 and \$12 per hour and usually includes benefits. Highly qualified preschool teachers may begin at \$15 per hour or more. Managers, supervisors, coordinators and directors are paid on a higher salary scale and usually hold an AA or BA degree.

In the last few years, the federally-funded Head Start program has increased the educational qualifications of its teachers. There is a requirement that a certain percentage of teachers hold BA degrees. Los Angeles Universal Preschool (LAUP) uses standards which support having teachers with BA degrees. Pay scales for these teaching positions will increase as the educational requirements increase.

Do I need to take classes if I want to open a family child care in my home?

The license for a family child care home requires you to take 15 hours of health and safety training and CPR. There is no requirement for you to take college classes in order to be licensed. However, your knowledge of young children and how to create the best environment for them will be enhanced by taking college level classes and participating in other forms of training. This will help in marketing your services to parents. In addition, if you complete more college units, you may qualify for state-issued child development permits, which could open up other positions in the field of child care and development if you no longer choose to operate a family child care home.

Can people with disabilities work in child development?

Yes. People with disabilities can be an asset in a child development environment. Your success will depend on the exact nature of your disability and the type of environment in which you choose to work.

If English is my second language, is this a good career for me?

In California one out of three children comes from a home in which a language other than English is spoken. Children need to be around adults who understand and are respectful of the differences in family culture and language. Your ability to speak another language is critical in maintaining good communication with the parents of children in your care.

It is also important for you to develop good English language skills in order to help provide a good start for children preparing for kindergarten. Developing your ability to speak, read, and write in English will also ensure that you can meet your higher educational goals and be prepared for job promotions and better pay.

Should men work in child development?

Yes! Children need men as caregivers and role models. Jobs in child development appeal to people who are nurturing and enthusiastic regardless of gender.

I am interested in working with special needs children or in providing mental health services to children. Should I start in child development?

Understanding typical growth and development would be an important foundation for working with children with disabilities and other special needs, particularly in the field of mental health. Often it is the child care provider or child development teacher that first identifies a child's special need. Taking ECE classes and having experience in a child development environment will enhance the skills you bring to special education or early mental health.

If I begin my education at a community college, will I be able to transfer to a four-year college to complete my degree?

Yes. However, it is important that you work with the counselors at your college to ensure that you are taking courses that are transferable and will count toward required units at the four year college. Many courses will be transferable, but only as electives, which mean that you may have to repeat some classes in order to have them credited at the four-year college. However, it is not necessary to complete an AA degree before transferring. Often some of the coursework required for an AA degree in a particular subject will not count when you transfer to the four-year college. It is particularly important to complete all the general education requirements needed to transfer.

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ASSISTANT

Under the supervision of a qualified teacher:

- ❖ Sets up and maintains indoor and outdoor environments, implements planned activities and routines that are engaging and challenging to children.
- ❖ Follows a program of culturally and linguistically appropriate learning opportunities designed by the teacher.
- ❖ Directly interacts with children in a warm and positive manner, listening and responding to their language/communication with respect and sensitivity at all times.
- ❖ Assists children to identify and verbalize their concerns and issues and to identify compromises and solutions to those issues.
- ❖ Assists in a range of activities that promote family involvement.
- ❖ Follows center/agency policies and procedures for health and safety and nutrition.

EDUCATION REQUIREMENTS

- ❖ Six units of Early Childhood Education/Child Development (ECE/CD) at a Western Association of Schools and Colleges (WASC) accredited institution. To work in a school-age program, three of the six units must be in school-age coursework;
- OR
- ❖ Completion of an accredited ROP and HERO program.
- ❖ *Experience Requirements:* no experience required.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB test and clearance.

COMPENSATION

- ❖ Salaries and benefits vary widely according to types of programs. See Model Compensation Scale developed by Los Angeles County Child Care Planning Committee at www.childcare.lacounty.gov.

For more information on the Child Development Permit, visit www.cctc.ca.gov or www.childdevelopment.org or call the California Commission on Teacher Credentialing (CCTC) at (209) 572-6080.

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ASSOCIATE TEACHER

May serve as a classroom assistant or may fill the role of teacher in certain programs (Title 22 licensed programs only).

- ❖ Participates in the design, creation and maintenance of a secure, stable, and stimulating indoor and outdoor environment.
- ❖ Helps design and implements culturally and linguistically appropriate learning opportunities based on observations/assessments of the children and parental information.
- ❖ Implements routines and activities and uses materials and strategies that encourage group and individual exploration and problem solving techniques.
- ❖ Conducts a range of activities that promote family involvement and encourage family participation in children's activities.

EDUCATION REQUIREMENTS

- ❖ Twelve units of Early Childhood Education/Child Development (ECE/CD) including core courses (Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; and Programs/Curriculum) at a Western Association of Schools and Colleges (WASC) accredited institution. To work in a school-age program, six units must be in school-age coursework.
- ❖ *Experience Requirements:* 50 days of three or more hours per day within two years.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB test and clearance.

COMPENSATION

- ❖ Salaries and benefits vary widely according to types of programs. See Model Compensation Scale developed by Los Angeles County Child Care Planning Committee at www.childcare.lacounty.gov.

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TEACHER

May work alone with a group of children, or in a team of other teachers, or with assistants.

- ❖ Assumes responsibility for planning, providing and evaluating indoor and outdoor learning environments, activities and routines. Is familiar with evaluation tools such as the Early Childhood Environment Rating Scale (ECERS) and other quality rating tools and standards that influence the planning and provision for learning and play environments.
- ❖ Implements a curriculum plan and schedule that meets the needs of children, families and staff.
- ❖ Ensures that respect for the backgrounds and needs of all children, families, and staff are integrated into both program planning and implementation.
- ❖ Acknowledges and celebrates the diversity among families, and uses supplies and equipment that reflect the diversity within the community.
- ❖ Fosters the social/emotional development of young children and assists them in developing decision-making and interpersonal skills.
- ❖ Actively collaborates with parents in a respectful and positive manner to support each child's development.
- ❖ May supervise assistants or volunteers; maintains confidential and supportive supervisory relationship with staff including evaluations.
- ❖ Is familiar with child development assessment tools; observes and assess each child's progress for program planning and parent communication.

TEACHER

EDUCATION REQUIREMENTS

- ❖ Twenty-four units of Early Childhood Education/Child Development (ECE/CD) including core courses (Child/Human Growth and Development; Child, Family and Community; or Child and Family Relations; and Programs/Curriculum). For school-age program staff, at least 12 units must be in school-age coursework.
 - ❖ Sixteen General Education (GE) units, in humanities/fine arts, social sciences, math/science, English/language arts at a Western Association of Schools and Colleges (WASC) accredited institution.
 - ❖ *Experience Requirements:* 175 days of three or more hours per day within two years;
- OR
- ❖ Associate of Arts (AA) or higher degree in ECE or a related field with three units of supervised field experience in an ECE/CD setting.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB test and clearance.

COMPENSATION

- ❖ Salaries and benefits vary widely according to types of programs. See Model Compensation Scale developed by Los Angeles County Child Care Planning Committee at www.childcare.lacounty.gov.

For more information on the Child Development Permit, visit www.cctc.ca.gov or www.childdevelopment.org.

MASTER TEACHER

May serve as coordinator of curriculum or staff development as well as teach.

- ❖ Develops and shares specialized knowledge with other staff members, student teachers and families. May provide coaching, mentoring or training to other teaching staff.
- ❖ Works with staff on designing individual professional development plans that include inclusive, culturally relevant, anti-bias practices and supports their implementation. May serve as a Professional Growth Advisor.
- ❖ Acquaints assistant teachers and/or volunteers with program activities and philosophy.
- ❖ Develops and implements a curriculum plan and schedule that meets the needs of children, families and staff.
- ❖ Supervises and models interactions with children in a warm and positive manner.
- ❖ Creates an environment that fosters the establishment of reciprocal and cooperative relationships among group participants.

MASTER TEACHER

EDUCATION REQUIREMENTS

- ❖ Twenty-four units of Early Childhood Education/Child Development (ECE/CD) including core courses (Child/Human Growth and Development; Child, Family and Community or Child and Family Relations; and Programs/Curriculum). For school-age programs, 12 units must be in school-age coursework.
 - ❖ Sixteen General Education (GE) units in the four general areas at a Western Association of Schools and Colleges (WASC) accredited institution.
 - ❖ Six specialization units – Infant/Toddler Care; Bilingual/Bicultural Development; Children with Exceptional Needs; Preschool Curriculum; Parent/Teacher Relations; and Child Health – plus two adult supervision units at a WASC accredited institution.
 - ❖ *Experience Requirements:* 350 days of three or more hours per day within two years;
- OR
- ❖ Bachelor of Arts (BA) or higher with 12 units of ECE with three semester units supervised field experience in ECE/School-Age setting. For school-age program, at least six units must be in school-age coursework.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB test and clearance.

COMPENSATION

- ❖ Salaries and benefits vary widely according to types of programs. See Model Compensation Scale developed by the Los Angeles County Child Care Planning Committee at www.childcare.lacounty.gov.

For more information on the Child Development Permit and Professional Growth Advisors, visit www.cctc.ca.gov or www.childdevelopment.org.

SITE SUPERVISOR

- ❖ Provides supervision and leadership to the center team, which may include teachers, assistants, students, volunteers, and support staff.
- ❖ Oversees implementation of daily program and curriculum by teaching staff.
- ❖ Contributes to the development of the agency's professional development plans.
- ❖ Provides a social and emotional climate that supports positive self-esteem for all staff.
- ❖ Coordinates the design, creation and maintenance of a safe, stable, stimulating environment.
- ❖ Supports and facilitates full inclusion of all children in the child development setting.
- ❖ Promotes and enhances the child and families' participation in program events.
- ❖ Provides information about community resources to parents and staff.
- ❖ Orientates and trains new staff; ensures that all program staff understand policies and procedures and follow a professional code of ethics.
- ❖ Maintains records on all aspects of program operation, such as documents required by licensing, staff employment and staff development activities, emergency procedures, child assessments, etc.
- ❖ Communicates effectively in speech and in writing.
- ❖ Coordinates ongoing evaluation of program components with all staff.

SITE SUPERVISOR

EDUCATION REQUIREMENTS

- ❖ Associate of Arts (AA) degree (60 units) with 24 units of Early Childhood Education/Child Development (ECE/CD) including core courses (Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations; and Programs/Curriculum); 16 units of required general education; plus six administration units. For school-age at least 12 units in school-age coursework.
- ❖ Two adult supervision units at a Western Association of Schools and Colleges (WASC) accredited institution.
- ❖ *Experience Requirements:* 350 days of three or more hours per day within four years including at least 100 days of supervising adults;

OR

- ❖ Bachelor of Arts (BA) or higher with 12 units of ECE (at least six units of school-age coursework if working in a school-age program) and three semester units of supervised field experience in ECE/School Age setting;

OR

- ❖ Administrative Credential with 12 units of ECE (at least six units of school-age coursework if working in a school-age program) plus three units supervised field experience in ECE setting or school-age setting;

OR

- ❖ Teaching Credential with 12 units of ECE (at least six units of school-age coursework if working in a school-age program) plus three units supervised field experience in ECE or school-age setting.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB test and clearance.

COMPENSATION

- ❖ Salaries and benefits vary widely according to types of programs. See Model Compensation Scale developed by the Los Angeles County Child Care Planning Committee at www.childcare.lacounty.gov.

For more information on the Child Development Permit, visit www.cctc.ca.gov or www.childdevelopment.org.

PROGRAM DIRECTOR

- ❖ Works cooperatively within the agency structure, interpreting, reviewing and adapting agency policies and procedures to improve the administration of the child development program.
- ❖ Develops and/or oversees agency professional development plans; arranges for staff training opportunities.
- ❖ Fosters a social and emotional climate that supports open communication and teamwork and constructively works through cultural and racial conflicts.
- ❖ Develops and oversees a program work plan and schedule, and secure, stable and stimulating learning environments that meet the needs of children, families and staff.
- ❖ Directs efforts to appropriately include children with disabilities and other special needs.
- ❖ Oversees program evaluation efforts; works with staff and parents to set goals and objectives for the program.
- ❖ Develops or oversees a fiscal management system to prepare, maintain and monitor a budget that supports the achievement of goals and objectives of the program.
- ❖ May coordinate activities among multiple sites.
- ❖ Oversees implementation of curriculum development and daily classroom management.
- ❖ Reaches out to the community to establish linkages with other agencies that serve children; is informed about other resources to support child and families' well-being.
- ❖ Ensures that records are maintained on all aspects of program operation including: Community Care Licensing; staff employment and staff development plans and activities; emergency procedures; child assessments, etc.

PROGRAM DIRECTOR

EDUCATION REQUIREMENTS

- ❖ Bachelor of Arts (BA) with 24 units of Early Childhood Education/Child Development (ECE/CD) including core courses (Child/Human Growth and Development; Child, Family and Community; Community; or Child and Family Relations; Programs/Curriculum). For a school-age program, 12 units must be in school-age coursework.
- ❖ Six Administration units, plus two adult supervision units at a Western Association of Schools and Colleges (WASC) accredited institution.
- ❖ *Experience Requirements:* Site supervisor status and one program year of site supervisor experience;
OR
- ❖ Administrative Credential with 12 units of ECE plus three units supervised field experience in ECE setting;
OR
- ❖ Teaching Credential with 12 units of ECE plus three units supervised field experience in ECE setting plus six units administration;
OR
- ❖ Master Degree in ECE or Child/Human Development or closely related field.

ADDITIONAL REQUIREMENTS

- ❖ *Criminal Clearance:* (Livescan/fingerprints) and Child Abuse Index Check.
- ❖ *Health Exam:* includes TB test and clearance.

COMPENSATION

- ❖ Salaries and benefits vary widely according to types of programs. See Model Compensation Scale developed by Los Angeles County Child Care Planning Committee at www.childcare.lacounty.gov.

For more information on the Child Development Permit, visit www.cctc.ca.gov or www.childdevelopment.org.

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