



## JOB DESCRIPTION

**TITLE:** Child Development Specialist  
**DEPT:** Early Learning Center/COE  
**REPORTS TO:** Director of Early Learning Center  
**FLSA:** Non-Exempt  
**Salary:** \$37,440. (2 year grant funded set salary.)

### POSITION SUMMARY:

The Child Development Specialist is responsible for providing an early childhood education program for a group of 12 month to five-year-old children. The Child Development Specialist addresses all areas of development and meets the individual needs of each child. In partnership with parents, the Child Development Specialist observes and assesses children's development, plans children's curriculum based on child development knowledge, designs the learning environment, and implements and supervises developmentally appropriate learning activities. *This position is grant funded for two years consecutively at the set salary above. Also subject to grant funding availability for the duration of the grant.*

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Have interactions effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practices of the department and Heritage University.
2. Develop an indoor and outdoor learning environment that provides a variety of age-appropriate experiences to foster child exploration and discovery.
3. Use a curriculum framework and curriculum tools that provide opportunities for each child to meet learning expectations that prepare children for success in school.
4. Establish a daily routine that includes time for small groups and large group activities, encourages creative expression, and incorporates health and nutritional development as part of daily activities.
5. Work with parents to plan culturally appropriate curriculum that supports children's learning styles and interests.
6. Assure parent input into menus.
7. Support children's social and emotional development through positive child guidance approaches and the development of positive relationships in the classroom.
8. Assess each child's learning needs through screening, observation, ongoing assessment, and the development of individual learning plans. Report on at least one child's outcome to the Department of Early Learning.
9. Lead the classroom team that can include an Assistant Teacher, Classroom Aide and Family Support Specialist in collaboratively working with children and families. Provide directions to staff as needed.
10. Have parent conferences with each child's parent(s) for a minimum of three hours a year to partner in learning goals, develop coordinated learning support strategies and involve the parent(s) in the child's preschool experience.
11. Establish and maintain confidential, accurate and timely information on each child's development and program participation. Maintain confidentiality.
12. Incorporate parenting training and parent leadership in program activities.

13. Use video communication systems and classroom video recordings for inter-site communication, professional development, and potential parent leadership training.
14. Participate in community assessment activities and an annual self-assessment program. Use information in ongoing program improvement.
15. Uphold the Heritage University Mission Statement.
16. Handle confidential information with tact, discretion and in compliance with FERPA regulations.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other functions as necessary or as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- A. **Knowledge:** An associate or higher degree (bachelor's degree preferred) with the equivalent of 30 college quarter credits in early childhood education, **OR** A valid Washington State Teaching Certificate with an endorsement in Early Childhood Education (Pre-K-Grade 3) or Early Childhood Special Education.
- B. **Skills:** Experience working with families and adult learners. Demonstrated ability to build positive relationships with children. Demonstrated ability to work efficiently within a team. Demonstrated organizational skills and commitment to follow through on tasks with a minimum of supervision. Demonstrated ability to use sound judgment in critical and adverse situations. Demonstrated ability to work with people, including parents, social service providers and school district personnel.
- C. **Abilities:** Work in a preschool classroom setting arranging furniture and classroom learning areas. Ability to lift fifty pounds. Able to perform stationary routine and repetitive functions for extended periods.

**BENEFIT PACKAGE** (*benefit eligible is at least .75 FTE*):

- Health Benefits – medical, vision, prescription, and dental
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Programs
- Additional plans are available for purchase. This includes AFLAC and additional life & AD&D insurance.
- Many other employee engagement programs.

**APPLICATION INFORMATION AND DEADLINE:** Applications should include the following:

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application LINK: [Employment Application](#)

Review of applications will begin immediately and will continue until the position is filled.

Qualified candidates may submit application material to: [HumanResources@heritage.edu](mailto:HumanResources@heritage.edu) or  
Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complying with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action*