

## Template for Classified Position Request

**Position Title :** Child Development Specialist

**Dept./Program** Child Development Center

**Submitted by:** Catherine Nyznyk

**PT/FTE:** PT- 32.5 hours 10 months

**New or replacement:** New

**Service Category:** 5

**Salary/Benefits Costs:** \$28,387.00

**Total Costs:** \$50,257.00

**Funding Source:** Dept. of ED Child Development State Pre-School Grant

**Are there any savings:** Yes (Total grant is \$85,280.00)

**Description of duties and responsibilities:**

Conduct educational programs for pre-school children, act as a liaison with parents, conduct parent teacher conferences, and perform individual assessments of children's abilities including completion of forms required under Titles 5 and 22. Perform general record keeping duties to support the Children's Center program. Supervise child development students in the Center laboratory which includes mentoring, modeling, teaching skills, and educating students in regards to licensing standards.

**Special considerations:** Totally funded through Dept. of ED Child Development. Grants are very rare and usually competitive. We were given this grant.

**Does Position act as an entry point for the college? Should it be bilingual?**

Yes, community children will be allowed to enter the program and their parents can take classes. Bilingual would be desirable.

**What would happen if this position were not funded?**

We could not run the program without required adult to child ratios. We could not accept the State Grant.