

**CHILD DEVELOPMENT CENTER
EVENING 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

Child Development Evening Front Desk Assistant performs a wide variety of entry-level general child development center duties within a framework of established procedures and under immediate supervision. 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

General supervision is provided by higher-level Child Development Center teaching staff or administrative positions.

No supervision is exercised over District personnel.

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 to which assigned.

Monitors front desk entrance of clients.

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

Implement developmentally appropriate practice.

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

QUALIFICATIONS

Education:

12 units of early childhood education or child development.

Experience:

2 years of experience working with children.

1 year experience in clerical or receptionist work.