

ABILITY TO:

Communicate effectively orally and in writing.

Maintain information and records and prepare documents using standard business software.

Coordinate multiple tasks, and carry out effective work plans.

Promote team building, and to work effectively as part of a team.

Prioritize work assignments and meet schedules and deadlines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Child Development, Special Education, Early Childhood Education, Psychology, Nursing or related field, two years of experience working with children 18 months to three years of age with developmental disabilities, and two years of experience working with the parents/caregivers of children with special needs.

LICENCESE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

PHYSICAL DEMANDS:

Lift and position children weighing up to 35 lbs.

Sit and stand for extended periods of time

Kneel, crouch, bend and twist to work with children on floors and low tables