



**Crystal Stairs:  
Improving the Lives of Families through  
Child Care Services, Research, and Advocacy**



**OUR CORE VALUES**

*Excellence \* Relationships \* Integrity  
Empowerment*

Crystal Stairs is one of the largest private non-profit child development corporations in the State of California. We help families locate affordable and appropriate childcare through a variety of services, working with childcare providers, educators, advocates, and community members to positively impact the lives of over 25,000 children per year.

As an Employer-of-Choice, Crystal Stairs is proud of our cordial, collegial work culture. We are committed to creating a family-friendly environment and encouraging employees to achieve work-life balance. You'll receive 2 weeks paid vacation to start, 3 weeks after 3 years, and 4 weeks annual vacation after 5 years. You'll also receive 8 holidays, and a paid holiday break between Christmas and New Year's which serves as an extra, "mini vacation".

Our outstanding benefits include excellent health and dental plans, as well as vision and employee assistance plans. We offer employer-paid life insurance and optional supplemental life/dependent life insurance, as well as flexible spending accounts for health care and dependent care expenses. We also offer a 401k with 100% vesting after just four years.

If you're ready for an enriching career, one with meaning and challenge, then Crystal Stairs is for you. Our mission— to Make Crystal Stairs the Premiere Child Care and Child Development Agency in California— is not an easy one. Yet, within it you will find significant achievement, satisfaction and reward. Ready to make a difference? Join us!

**CHILD DEVELOPMENT CURRICULUM SPECIALIST- RESOURCE & REFERRAL**

**What We're Looking For:**

We're looking for a creative and resourceful Child Development Curriculum Specialist who will assist with operational oversight, planning, and reporting functions of the agency's Resource Library including providing day-to-day administrative and clerical support. In this role you will assist in researching resources and materials for provider support and in developing and implementing Library Hands-on Trainings; and will assist with Library special events, outreach, and marketing.

**RESPONSIBILITIES INCLUDE:**

- Assist in the day-to-day management, tracking, and reporting of library activities;
- Oversee maintenance, display and tracking of library inventory, including the catalogue of resources
- Research, develop and implement Library hands-on trainings;
- Assist in ordering age and developmentally appropriate educational materials, resources, and supplies
- Assist in the coordination and implementation of library special events, including outreach and marketing

- Support child care providers and other professionals, as well as R&R/Agency staff with access to curriculum and other developmental and age-appropriate activities and resources;
- Ability to lift up to 25 pounds; other movement requirements may include reaching, pushing, pulling, bending, stooping, squatting and climbing
- Perform other duties as assigned.

**EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:**

- Minimum 2 years in child development/ECE field teaching/working with young children in either center-based, family child care or public/private school.
- Experience developing and implementing age and developmentally appropriate child development/early childhood education and school-age activities and/or curriculum.
- Bachelor's degree from an accredited college/university in Early Childhood Education, Child/Human Development or related field, or equivalent, preferred. Associate's degree acceptable with relevant, verifiable work experience.
- Must have knowledge of developmentally appropriate practices and curriculum for children birth through 12 years of age.
- Must have knowledge and expertise in the use of early care and education resources and materials; must have knowledge of MS Office, and data management skills at intermediate level or above.
- Knowledge of Crystal Stairs' service area a plus.
- Requires excellent oral, written and interpersonal communication and training skills. Must have strong organizational and multi-tasking skills, with attention to detail;
- Requires excellent customer relation skills and ability to work with child care providers and parents of diverse cultural backgrounds.
- Must have the ability to exercise initiative and self-discipline - completing job responsibilities with minimal supervision, as well as the ability to create and maintain a cooperative and positive, collaborative working relationships with co-workers, supervisors, community resources and the public.
- Requires the exercise of independent discretion and judgment in analyzing facts and circumstances and in determining course of action for specific situations.
- Involves application of age and developmentally appropriate child development practices.
- Valid California Drivers License in good standing with DMV required; current liability insurance.

Crystal Stairs is committed to building and sustaining a diverse workforce and culture. As part of this commitment, Crystal Stairs provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.