

## CHILD CARE SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in a day care center and involves responsibility for planning, organizing and supervising the activities of children in a day care program. The incumbent is also responsible for staff development and training. The work is performed under the general supervision of the Coordinator of the Pre-K Program. Supervision is exercised over the work of subordinate day care staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Makes work assignments to subordinate child care personnel and reviews work in process and evaluates performance;
- Develops operating policies and procedures in compliance with applicable State and local child care regulations;
- Confers with parents to inform them of child's status, accomplishments and problems;
- Organizes and may conduct in-service training programs for staff;
- Directs activities of children using the Center on a daily basis and formulates a weekly plan;
- Develops and coordinates a program of regular consultation with the Administrative Assistant for Preschool Programs concerning the children and the Center's activities;
- Keeps day care workers informed of health and behavioral problems of the children;
- Keeps records of daily attendance, fire drills, snacks, and special projects;
- Assumes responsibility for carrying out emergency procedures, and conducts monthly fire drills;
- Recommends the purchase of ongoing supplies and materials relating directly to program projects;
- Arranges for individual conference times with the parents;
- Supervises lunch time activities;
- Supervises and participates in group activities of preschool children;
- Supervises and participates in the changing of diapers for those infants and preschoolers not toilet trained;
- Supervises and participates in the feeding of children enrolled in the Center.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of young child development and behavior principles and practices; good knowledge of the principles of effective day care; good knowledge of methods, materials and equipment used in a day care program; ability to assist in planning and organizing a day care program; ability to supervise the work of subordinate day care staff; ability to establish and maintain good working relationships with children and others; ability to arrange in-service training programs; ability to prepare program records and reports; physical condition commensurate with the demands of the position.

CHILD CARE SPECIALIST - CONT'D.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two year college with an associate degree in nursery education, child care, early childhood development, early child education, nursing, recreation, human services, or closely related field and one year of experience in a preschool child or day care center or preschool program involving planning and developing operating policies and procedures and/or educational/recreational activities; or
- (B) Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in (A) above; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.