

**CLASS TITLE: CHILD DEVELOPMENT SPECIALIST**

**Class Code: 02825200**

**Pay Grade: 27A**

**EO Code: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist in the development and supervision of a state-wide Day Care Service for children in accordance with federal, state and departmental goals and guidelines; to assist in reevaluating and relicensing child care facilities by ascertaining that such facilities conform to state and departmental laws, policies and guidelines; to provide consultation for child care facilities for the purpose of informing them of means of improving their programs in a variety of areas, including education, organization, administration, admission, social services, health, nutrition, and physical plant; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed upon completion and sometimes in progress through consultation and written reports for adherence to established policies, rules, and regulations.

**SUPERVISION EXERCISED:** Directs and coordinates the work of designated social service staff, aides, and clerical workers assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist in evaluating and reevaluating and relicensing child care facilities, such as day care centers and family day care homes, by ascertaining that such facilities conform to state and departmental laws, policies and guidelines.

To provide consultation for child care facilities for the purpose of informing them of means of improving their programs in a variety of areas, including education, organization, administration, admission, social services, health, nutrition, and physical plant.

To cooperate with fire inspection, health inspection, and building inspection officials in determining whether or not the facility complies with the fire, health, and building codes.

To interpret the various rules, standards, and guidelines pertaining to the operation of child care facilities to interested parties.

To prepare written reports evaluating the overall program of child care facilities, including a recommendation as to whether or not the facility should retain its license.

To be responsible for evaluating needs of child care facilities in order to upgrade the quality of the service offered.

To provide opportunities for sharing of program development by cooperative involvement of day care personnel, day care mothers and representatives of community day care centers and other related agencies.

To participate in workshops, meetings, and conferences concerning day care which are conducted by the department or by private agencies, and to represent departmental policies at such meetings.

To compile and maintain a library of resource material, including journals, periodicals, product and equipment catalogs, etc. and to make this material available to childcare personnel, parents, and interested parties.

To locate and utilize resources in the community to serve as an essential supplement to these services.

To demonstrate and to teach appropriate educational and recreational programs for children of different age groupings.

To be responsible for being aware of current trends in education as they pertain to child care and development.

To offer basic knowledge in the important areas of health and first aid, as well as, nutrition.

To accumulate and evaluate various statistical reports submitted by childcare facilities as required by departmental policies.

To ascertain that records required by the department, such as menus, attendance sheets, personnel folders, and children's folders, are being properly maintained.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the physical, emotional, social, educational, and economic factors which affect the development of young children; a thorough knowledge of state and departmental laws and standards relating to licensing of child care facilities; a thorough knowledge of planning curriculums and programs for young children; a working knowledge of social case work principles as they pertain to program in child care; the ability to apply the above knowledge and principles, practices, and techniques; the ability to provide consultation services in child care to operators of such facilities; the ability to establish and maintain effective working relations with superiors, subordinates, operators of child care facilities, and the public; the ability to prepare required reports and to express oneself clearly both orally and in writing; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree from an accredited institution of higher learning in Child Education, Child Development, or Social Work; and

Experience: Such as may have been gained through: employment in a responsible position in the field of Child Development in a nursery school, day care center, or a family and children's agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 2, 1973

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