

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Specialist I  
SERIES: Recreation

GRADE: G CODE: 3426  
DATE: 3/20/01  
FLSA: Exempt

Class Definition

Under general supervision, performs professional child care work, involving moderate responsibility, complexity, and variety. Assist in managing child/infant care activities at a facility for a surrounding community. Performs other related duties as assigned.

Examples of Important Duties:

1. Operates child care center. Opens and closes facility. Enforces facility/program rules and regulations. Sets up tables, chairs, learning stations, and audio-visual equipment. Monitors building utility systems to ensure proper operation. Makes minor building repairs. Calls for building maintenance and repairs.
2. Monitors child/infant care activities. Enforces all health, safety and nutrition requirements outlined by the Health Department. Applies emergency and safety procedures, CPR and First Aid as required. Calls police, fire, or rescue squad in emergencies.
3. Explains the philosophy, policies, and regulations governing the center to visitors and parents. Accepts applications and maintains waiting list for the various age categories. Collects and deposits fees.
4. Implements child care curriculum, programs, and activities in all areas of Early Childhood Education to meet the needs of children as well as their working parents. Assists in scheduling staff, facilities, and equipment. Designs flyers, signs, exhibits, news releases, and promotional materials to publicize the program and events. Works on committees within the Department.
5. Participates in the process to recruit, select, and train intermittent and volunteer staff in compliance with State Health Department and Commission guidelines (e.g., infant care providers, senior staff, aides, substitutes, student teachers). Evaluates work and counsels employees on ways to improve performance.
6. Meets with parents, community groups, and other child care providers to identify needs, plan, assist, or coordinate activities, and answer questions about child care.
7. Assists in maintaining records of revenues, and expenditures, and other records required by the Health Department, County Government and the Commission, for staff and program participants (i.e., health inventories, shot records, emergency cards, medication forms, late pick ups, police checks, etc.). Gets bids and price quotes from vendors and contractors (e.g., food services, craft supplies, entertainers). Submits purchase requisitions and check requests. Writes daily and monthly

administrative reports.

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Examples of Important Duties: (Continued)

8. Implements safety practices (alarm system, emergency procedures, evacuation practices for infants/toddlers/pre-schoolers) and ensures cleanliness of the building and grounds. Requests maintenance and repairs. Assists in keeping records of facility maintenance and personal injury.

Important Worker Characteristics:

Good knowledge of: (1) Early Childhood Education; (2) Infant/Toddler Day Care requirements; (3) social and cultural programs; (4) administrative procedures; (5) office practices; (6) safety and health regulations; (7) equal employment opportunity (8) supervision;\* (9) CPR and First Aid; (10) Commission policies and practices; (11) Merit System Rules and Regulations;\* and (12) Safety (fire alarm system, emergency procedures, and evacuation practices for infant/toddlers/pre-schoolers).\*

Skill in the operation of: (1) auto-visual equipment; and (2) auto.

Ability to: (1) apply principles to solve practical problems; (2) read routine reports and correspondence; (3) write routine reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) make oral presentations to large groups; (6) speak clearly; (7) organize work effectively; and (8) provide courteous service.

\* Developed primarily after employment in this job class.

Minimum Qualifications:

1. 21 years of age.
2. High School Diploma or GED.
3. Associate's degree in Early Childhood Education or related field plus two (2) years of experience working in a licensed early childhood program or an equivalent combination of education and experience as approved by the Department of Human Resources, Code of Maryland Regulations 07.04.02 - Child Care Center Licensing.
4. Successfully completed 6 semester hours or 90 clock hours or their equivalent of approved training, or hold the Child Development Associate Credential issued by the Child Development Associate

National Credentialing Program.

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Minimum Qualifications: (Continued)

5. Successfully complete 6 clock hours of approved continued training every year.
6. Valid driver's license or the ability to acquire one.
7. Successfully pass a medical examination based upon county health departments medical standards for child care employees administered by a Commission approved physician prior to appointment.
8. Be of good moral character as determined by a background investigation that is in conformance with Maryland State law.

Working Conditions

Works in assigned facility. Works extended hours, early mornings, evenings, holidays. Responds to emergency situations as required. Some driving. Continuous contact with the parents. Exposed to some stressful situations.