

## **The Maryland-National Capital Park and Planning Commission**

**TITLE:** Childcare Specialist

**GRADE:** 18

**DATE:** 4/10/2024

**SERIES:** Park and Recreation Mgmt **CODE:** 2008

**EEO:** Professional

**FLSA:** Non-Exempt

### **Class Definition:**

Under general supervision, performs entry level professional childcare work to provide child/infant care activities at a facility or program for a surrounding community. Assists in implementation of childcare curriculums, programs and activities in areas of early childhood education to meet the needs of children as well as their parents or guardians. Meets with parents/guardians, community groups, and other childcare providers to identify needs, plan, assist, or coordinate activities and answer questions about childcare. Monitors child/infant care activities, and assists with staff (e.g., intermittent, volunteer) recruitment, training and development. Assists in the operations of the facility/program including opening and closing the facility, monitoring building utility systems, implementing safety practices (alarm system, emergency procedures, evacuation practices for program participants (e.g., infants, toddlers, preschoolers), ensuring cleanliness of the building and grounds and requesting and scheduling repairs and maintenance. Designs flyers, signs, exhibits, news releases, and promotional materials to publicize programs and events; writes reports and evaluations and maintains records. Performs revenue related functions for purchasing, vendor and contractor services, and cash/petty cash transactions. Work results directly affect the well-being of individuals (e.g., children and parents/guardians); contributes to the accuracy, reliability, and acceptability of childcare services offered by the Department and serves the public by providing quality childcare. Responsibility for completion of assignments as an individual contributor or as a leader of other workers; which consists of actions requiring analysis of data or situations, planning and scheduling staff and activities involving varied activities, researching, investigating, testing, and performing mathematical calculations or other means to ensure high accuracy. Information must be developed, classified, and analyzed to determine significance. Contacts are with community groups, other childcare providers, and with children and parents/guardians from the public to provide childcare services, information and explain procedures or requirements, determine individual requirements, plan, assist, or coordinate activities, and answer questions about childcare and child development programs and activities; requires skill and tact to ensure that child and parent/guardian needs are met. Applies knowledge of the general principles of early childhood education, childcare program management, childcare techniques and concepts, infant/toddler daycare requirements, social and cultural programs, basic administrative procedures and office practices, and safety and health regulations to independently carry out continuing childcare/development programs and activities through proper application of the principles, concepts, and techniques to the specific needs of individual children and parents/guardians. Independently performs analyses to solve regularly occurring problems in the work. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of specifics, including known problems, and is to be performed in strict adherence to guidelines (which include instructions of the supervisor or a higher-grade employee); incumbent plans the detailed work steps within these parameters, independently resolves routine problems by selecting and applying the appropriate guides, and seeks assistance with non-routine problems or issues. Work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other related factors.

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### Examples of Important Duties:

1. Implements childcare curriculum, programs, and activities in areas of early childhood education to meet the needs of children as well as their working parents/guardians. Explains the philosophy, policies, and regulations governing the center to visitors and parents/guardians. Drives Commission vehicles to meet with parents/guardians, community groups, and other childcare providers to identify needs, plan, assist, or coordinate activities, and answer questions about childcare.
2. Assists in the operation of a childcare center. Opens and closes facility. Enforces facility/program rules and regulations. Sets up tables, chairs, learning stations, and equipment. Monitors building utility systems to ensure proper operation. Performs minor building repairs. Assists staff members with any environmental, educational, or childcare issues as required. Assists in scheduling staff, facilities and equipment repairs.
3. Assists in the maintenance of adequate staff and child records as required by regulations (e.g., Office of Childcare, Maryland State Department of Education (OCC/MSDE). Enforces health, safety and nutrition requirements Applies emergency and safety procedures, performs cardiopulmonary resuscitation (CPR), and first aid as required. Calls police, fire, or rescue squad as needed.
4. Monitors child/infant care activities. Assists staff in implementing curriculum content via planning, purchasing supplies and coordinating staff efforts. Coordinates special events, such as field trips and fund-raising activities. Writes evaluations for each special event and fund-raising activity. Designs flyers, signs, exhibits, news releases, and promotional materials to publicize programs and events. Works on committees within the department.
5. Serves as the Orientation Coordinator for new staff. Participates in the process to recruit, select, and train staff in compliance with regulations (e.g., State Health Department and Commission guidelines). Evaluates work and counsels employees on ways to improve performance. Assists in staff development and training opportunities.
6. Accepts applications and maintains waiting list for the various age categories. Collects and deposits fees. Assists in maintaining records of revenues and expenditures, and other records required by regulations (e.g., the Health Department, County government, and the Commission) which may include health inventories, shot records, emergency cards, medication forms, late pick-ups, reports of injuries, and police checks.
7. Obtains 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. Assists in completing Cash Reports and Petty Cash reimbursements in accordance with established regulations and procedures.
8. Implements safety practices (alarm system, emergency procedures, evacuation practices for program participants) and ensures cleanliness of the building and grounds. Requests maintenance and repairs. Assists in keeping records of facility maintenance.

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### Important Worker Characteristics:

- A. Knowledge of (1) early childhood education; (2) infant/toddler daycare requirements; (3) social and cultural programs; (4) basic administrative procedures and office practices; (5) safety and health regulations; and (6) Commission organization, policies and practices\*.
- B. Skill and ability to (1) calculate fractions, decimals and percentages; (2) organize work effectively; (3) provide courteous service; (4) provide decisions that affect children's welfare; (5) exercise independent work skills; and (6) handle several tasks simultaneously.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve practical and complex problems; devising solutions and actions to resolve issues, conditions and problems; identifying, interpreting and analyzing diverse situations and factors to discern interrelationships among different approaches and methods; and identifying needs, plans or coordinating activities.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include communicating with children, parents/guardians, supervisors, employees both within and outside of the immediate unit, and vendors; reading and writing routine reports and correspondence utilizing proper spelling, punctuation and grammar; and presenting information to groups.
- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner including skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

### Minimum Qualifications (MQs):

- 1. 21 years of age.
- 2. Associate's Degree in Early Childhood Education or any related field.
- 3. Two (2) two years of experience working in a licensed early childhood program as approved by the Department of Human Resources, Code of Maryland Regulations – Child Care Center Licensing.
- 4. An equivalent combination of education and experience may be substituted, which together total four (4) years.

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5. In accordance with Code of Maryland (COMAR) 13A.16 Child Care Centers, meets the requirements for directors of preschool centers; including Child Care Centers, Preschool Centers, School Age Centers, and/or Combined Preschool and School Age Centers.
6. Pass Commission medical examination.
7. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of the position.

### **Working Conditions**

Works in assigned facility, which is adequately heated, lighted and ventilated, and occasionally outside the facility in pleasant weather. Work may involve extended hours, early mornings, evenings and holidays for a seven-day-per-week operation. Requires daily and continuous contact with children and ability to respond to emergency situations as required. Work requires light physical effort, periods of standing and some bending, crouching, and reaching, may require occasional lifting of objects up to 49 pounds, and when performed continuously over time results in some worker fatigue. Work presents normal, everyday risks and requires observance of safety precautions.