

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Specialist II
SERIES: Recreation

GRADE: H CODE: 3427
DATE: 3/20/01
FLSA: Exempt

Class Definition

Under direction, performs the full scope of professional child care work, involving considerable responsibility, and complexity to manage the day-to-day operations of a child care facility. Develops, implements, and evaluates child/infant care activities and programs within a facility for a surrounding community. Performs other related duties as assigned.

Examples of Important Duties:

1. Develops and 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. Schedules staff, facilities and equipment. Designs flyers, signs, exhibits, news releases, monthly newsletter, children's report cards, parents handbooks and promotional materials to publicize the program and events. Works on committees within Department.
2. Monitors child/infant care activities. Develops, interprets, and enforces facility/program rules and regulations. Investigates complaints. Enforces all health, safety and nutrition requirements outlined by the Health Department. Applies emergency and safety procedures, CPR and First Aid training as required.
3. Meets with parents, community groups, business groups, child care providers association, County agency personnel, to identify needs, plan, assist, or coordinate activities and answer questions about child care programs.
4. Recruits, selects and trains intermittent and volunteer staff in compliance with State Health Department and Commission guidelines (e.g., infant care providers, senior staff, teachers, aides, student teachers to staff programs). Schedules and assigns work. Evaluates and counsels employees.
5. Supervises child care center operations. Opens and secures facility. Safeguards cash and valuables. Orders and picks up supplies. Prepares building for programs. Operates copier machines, computer and audio-visual equipment, etc. Requests building maintenance and repairs.
6. Explains the philosophy, policies and regulations governing the center to visitors and parents. Supplies information to local and national groups interested in the center. Accepts registrations, collects tuition, and maintains waiting list.

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Specialist II
SERIES: Recreation

Page 2 of 3

Examples of Important Duties (Continued)

7. Maintains records of revenues, and expenditures. Maintains all records required by Commission, Health Department, County Government for staff and program participants (i.e., health inventories, shot records, emergency cards, medication forms, police checks, professional training certificates). Writes daily and monthly administrative reports including cash reports. Assists in budget monitoring and control.
8. Ensures safety of program participants (alarm system, emergency procedures, evacuation practices for infants/toddlers/pre-schoolers) and cleanliness of the building and grounds. Requests maintenance and repairs. Meets all regulations of licensing agents-Health Department and Department of Social Services. Keeps records of facility maintenance and personal injury.
9. Provides staff analysis on bids and price quotes from vendors and contractors (e.g., food services, craft supplies). Submits purchase requisitions and check requests.

Important Worker Characteristics:

Considerable knowledge of: (1) Early Childhood Education; (2) Infant/Toddler Day Care; (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) Safety practices (alarm systems, emergency procedures, evacuation practices for infants/toddlers/ pre-schoolers); (11) Commission policies;* and (12) Merit System Rules and Regulations.*

Skill in the operation of: (1) audio-visual equipment; (2) automobile; and (3) calculator.

Ability to: (1) apply principles to solve practical and complex problems; and (2) calculate fractions, decimals, and percentages; (3) read and write routine reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) make oral presentations to groups; (6) speak clearly; (7) organize work effectively; (8) provide courteous service; (9) make on-the-spot decisions affecting children's welfare; (10) exercise independent work skills; and (11) handle several tasks simultaneously.

* Developed primarily after employment in this job class.

The Maryland-National Capital Park and Planning Commission

TITLE: Child Care Specialist II
SERIES: Recreation

Page 3 of 3

Minimum Qualifications:

1. 21 years of age.
2. Bachelor's degree in Early Childhood Education or related field, plus two (2) years of experience working with groups of children in a licensed early childhood program; or Associates degree in Early Childhood Education plus four (4) years of experience working with groups of children in a licenced early childhood program.
3. 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.
4. Successfully complete 6 clock hours of approved continued training every year.
5. Successfully pass a medical examination based upon county health department medical standards for child care employees administered by a Commission approved physician prior to appointment.
4. Be of good moral character as determined by a background investigation that is in conformance with Maryland State law.
5. Valid driver's license or the ability to acquire one.

Working Conditions

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