

DAY CARE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the BOCES Day Care Center and involves responsibility for planning, organizing and supervising the activities of children in a day care program. The work is performed under the general supervision of the Coordinator of the Pre-K Program. Supervision may be exercised over the work of subordinate day care staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes work assignments to subordinate child care personnel and reviews work in progress and evaluates performance;

Adheres to established operating policies and procedures;

Confers with parents to inform them of child's status, accomplishments and problems;

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, SKILL, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of young children development and behavior principles and practices; good knowledge 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.

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MINIUMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in nursery education, child care, early childhood development, early child education, human services, or a closely related field **AND** one (1) year of experience in a day care center, preschool program, or child care program involving planning and developing operating policies and procedures and/or educational or recreational activities; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **AND** licensure and current registration to practice as a Registered Professional Nurse in New York State; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience as define in (A) above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: In-home babysitting is not considered acceptable experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.