

## DAY CARE SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the BOCES Day Care Center and Preschool 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 Day Care Coordinator. Supervision is exercised over the work of subordinate day care staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Plans daily program and makes work assignments to subordinate child care personnel, reviews work in progress and evaluates performance; Follows operating policies and procedures in compliance with applicable State and local child care regulations; Confers with parents to inform them of child's status, accomplishments, and problems; Attends staff conferences and in-service training; May assist in organizing and conducting in-service training programs for staff; Directs activities of children using the Center on a daily basis and formulates a weekly plan; Works with Day Care Workers in setting up play areas; Develops and coordinates a program of regular consultation with the Day Care Coordinator concerning the children and the Center's activities; Keeps subordinate staff 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 required fire drills; May recommend the purchase of 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, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of early childhood development and behavior management principles and practices; Good knowledge of the principles 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 provide or schedule in-service training programs; Ability to prepare program records and reports; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from college with an Associate's degree in nursery education, child care, early childhood development, early child education, nursing, recreation, human services, or closely related field and one year of experience in a preschool child or day care center or preschool program involving planning and developing operating policies and procedures and/or educational/recreational activities; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three years of experience as defined in (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) or (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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