

## Job Description

**JOB TITLE:** Childcare Specialist  
**FLSA STATUS:** Non-Exempt  
**REPORTS TO** Director of Childcare  
**DATE REVIEWED:** April 2011

**JOB SUMMARY:** The Childcare Specialist nurtures, supervises, teaches, and cares for the children in the childcare center; assesses each child's developmental needs (physical, intellectual, social, etc.); organizes activities and implements developmentally appropriate curriculum including abuse prevention; and communicates with parents.

### RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES:

- Maintains confidentiality and trust for all employees, participants and visitors.
- Consistently displays culturally sensitive behavior and communication for all employees, participants and visitors. Seeks to expand knowledge base to increase cultural sensitivity
- Seeks win/win solutions, values interdependence, shares a common sense of responsibility for the whole
- Acts in a manner that presents the agency in a positive light, and furthers a positive image for the agency. Demonstrates a positive and respectful personal appearance. Contributes to a clean and orderly facility appearance.
- Demonstrates respect, courtesy and dignity for all.
- Responds in a timely manner in all aspects of communication.
- Maintains safe working environment for self, other employees, and visitors in accordance with applicable standards relevant to the position's job duties
- Displays adaptability and flexibility to encourage team, participant and agency health including: initiating improvements, demonstrating problem solving and creativity, demonstrating motivation for change and enhancement of the organization.

### ESSENTIAL DUTIES:

- Maintain supervision of children at all times inside the center, on the playground, or on field trips.
- Offer every child physical affection, verbal praise, encouragement and acceptance; use positive guidance, redirection and the setting of clear-cut limits when necessary.
- Ensure that children are consistently engaged in well-supervised, age appropriate and enjoyable activities.
- Develop and implement developmentally appropriate curriculum (including violence prevention), lesson plans, and activities under the supervision of ACC management.
- Develop and maintain a regular daily schedule/routine.
- Ensure a warm, nurturing and comfortable classroom with distinct learning centers to encourage exploration, creativity and decision making by the children.
- Administer daily basic health screening for children.
- Conduct formal monthly developmental assessments for each child.
- Maintain daily records and samples of children's work in classroom files.
- Participate in weekly planning session with co-workers and ACC management.
- Plan and schedule parent-teacher meetings at least twice a year under the supervision of ACC management.
- Sit and eat with the children during mealtimes while modeling appropriate behavior.
- Ensure that all CACFP forms and record requirements are met on daily/monthly basis, including but not limited to point of service and feeding preference for infants.
- Inspect assigned classroom environment and equipment on a daily basis to minimize dangers to security, health and safety.

- Conduct daily cleaning tasks in the assigned classroom, playgrounds and common areas to ensure a healthy and safe environment.
- Provide supervision of volunteers at all times.
- Assist as needed at the front desk, answering phones, greeting parents, etc.
- Uphold all laws, policies, and procedures of the State of Arizona, Pima County, The City of Tucson and Emerge!
- Ensure compliance with all regulations and standards for licensure and accreditation to maintain state licensure and national accreditation.
- Perform all other related duties.

**POSITION REQUIREMENTS**

- High School Diploma or GED
- Must be at least 18 years of age
- One year experience working with children two months through twelve years of age
- Valid Arizona Drivers License and proof of automobile insurance
- Fingerprint clearance
- Certified in Pediatric CPR and First Aid
- Negative TB test
- Food Handling Certificate
- Bi-lingual (English/Spanish) preferred
- National competency-based credential such as the CCP (Certified Childcare Professional), the CDA (Child Development Associate) or equivalent preferred
- Four credit hours from an accredited college or university in early childhood education or early childhood development preferred
- Complete 30 hours of continuing education in first year of employment and 24 hours per year thereafter

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to relate positively to young children and their parents/guardians
- Knowledge of the social, emotional, physical, intellectual and creative needs of young children
- Knowledge of domestic abuse and its effects on children
- Ability to function as part of a team

**PHYSICAL ABILITY:**

Must be able to sit or stand for long periods of time. Must have the ability to run, bend, crouch and move around freely. Must be able to lift, hold or carry up to thirty-five pounds.

I have read and understand the job description as outlined.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed