

DAY CARE SPECIALIST

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college with an Associates degree in early childhood education, child development, or a child-related field **AND** one year of child day care teaching experience and one year experience supervising staff; **OR**

(b) Two years of college level education with at least twelve (12) credit hours in early childhood education, child development or a child-related field **AND** one year of child day care teaching experience and one year experience supervising staff.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for developing, directing, and supervising daily activity programs for infants and toddlers at the TST Community School. The incumbent coordinates the activities of teacher aides. The position receives direct supervision from the Supervisor of Alternative Education. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises the development and preparation of activities for infant and toddlers;
- Directs and supervises the daily activity program for infants and toddlers;
- Coordinates the activity of the teacher aides, including assignment of training;
- Participates in parenting education programs for teen parents;
- Orients and works with parents of children in the day care;
- Completes required paperwork for the school, license renewal, and Department of Social Services reimbursement;
- Acts as Tompkins Seneca Tioga Community School representative at outside meetings concerning child care;
- Acts as liaison between day care program and other community resources and makes referrals as necessary;
- Reports all suspected cases of child abuse/neglect to Department of Social Services and maintains records on incidents; and
- Orders supplies for center as needed, keeping within budget allowance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of infant and toddler care and behavior;
- Good knowledge of the practices and procedures involved in child care;
- Good knowledge of the regulations governing the day care center;
- Ability to express oneself clearly both verbally and in writing;
- Ability to develop, implement and supervises day care curriculum;
- Ability to deal effectively with infants and toddlers;
- Record keeping ability;
- Patience, initiative, integrity; and
- Physical condition commensurate with demands of the position.