

SERVICE SPECIALIST - DAY CARE 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 or university with an Associate's Degree in Human or Child Development or a related field, and one year experience supervising children, **OR**
- (b) Two years of college with 12 credit hours of child development courses and one year of experience supervising children, **OR**
- (c) Any equivalent combination of training and experience in (a) or (b) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position involves providing support services to specialized projects and programs within BOCES. The work is performed under the general supervision of a Coordinator or Supervisor with considerable independent judgment and program development.

TYPICAL WORK ACTIVITIES:

- Develops and maintains record management systems for project activities;
- Meets with pupils, teachers, parents, staff and administrators in schools and community settings;
- Develops, implements and modifies procedures and activities for projects;
- Conducts and facilitates group discussion and information flow between school staff, students, community agencies and parents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge and understanding of developing needs assessment program goals and objectives and ability to implement program staging;
- Excellent written and verbal skills required;
- Good knowledge of community agencies and services;
- Ability to coordinate program activities and work independently and as a group facilitator.