

Child Development

Job Classification

Child Development I

Child Development II

Child Development III

Pay Grade

1

3

6

Education/Experience Requirements

High school diploma and 2 years of experience

Associate's Degree in Early Childhood Education/Child Development and 3 years of experience

Bachelor's Degree in Early Childhood Education/Child Development and 2 years of experience

600 hours of training in early childhood, child care, child development, special education, or elementary education; child abuse and criminal record clearance

Child abuse and criminal record clearance

Child abuse and criminal record clearance; may also require Teacher Certification

Common Activities

Support the efforts of a Head/Lead Teacher or Assistant

Assists in the planning, implementation, and evaluation of daily activities

Responsible for planning and implementation of complete child development program

Interact with children

Writes progress reports and other reports

Establish and maintain relationships with parents

Assist with basic caregiving routines

Administers assessments and establishing program strategies

Supervise staff

Provides clerical support

Acts as Head/Lead Teacher in their absence

Long range and daily planning

Assists in promoting a safe environment by constant observation and supervision

Maintains classroom equipment and materials

Provides practice and research opportunities to students

Provides clerical assistance (attendance, inventory, supplies)

Contribute professionally to program and community

Organizational Impact

The results of actions have an impact on accreditation and licensure of the center. Individuals' actions are significant in regards to the safety, health, and developmental needs of children.

The results of actions have an impact on accreditation and licensure of the center. Individuals actions are significant in regards to the safety, health, and developmental needs of children.

The results of actions have a significant impact on the accreditation and licensure of the center. Individuals actions are significant in regards to the safety, health, and developmental needs of children.

Problem Solving

The job consists of repetitive tasks that are covered by specific procedures or close supervision.

Performs a variety of duties following established policies and procedures. Problems are generally solved by selecting from approved alternatives based on past practices. Supervision is available to set priorities and objectives, and to assist in problem resolution.

Required to have an understanding of policies and procedures and generally accepted principles. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

Supervision

May supervise student employees and other subordinates.

Assist with interviewing, orientation, scheduling, work assignment and review for temporary employees, students, volunteers, and non-exempt employees. Acts as Head Teacher in their absence.

Interviewing, orientation, scheduling, work assignment, review, and assists in selection process for temporary employees, students, volunteers, and non-exempt employees. Is responsible for supervising University students, both laboratory and teaching assignments.

Contact Level

Contact is limited to work area. Interaction includes greeting parents and children, and answering questions regularly, however analytical skill, sound judgment, and decision making are critical factors. Good judgment, tact, and diplomacy are critical.

Contact is limited to work area. Interaction includes greeting parents and children, and answering questions regularly, however analytical skill, sound judgment, and decision making are critical factors. Good judgment, tact, and diplomacy are critical.

Interacts with various levels within or outside the University including Deans, Directors, and Department Heads. This interaction may include interpreting and explaining ideas and concepts as well as solving problems and coordinating projects.

Financial Budget

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

Does not participate in budget preparation. Has no authority to sign for materials or supplies.

Analyzes budgetary data, verifies figures, identifies/discusses questions or discrepancies, and compares budget proposals with previous years' budgets, grant money, gifts etc. Monitors expenditures against budget, prepares necessary documentation for supervisory review/approval, authorizes requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.