

CHILD DEVELOPMENT ASSOCIATE I**NATURE OF WORK**

This is responsible Early Childhood Education development work providing services to children 0-5 (years) in a County child care facility.

An employee in a position allocated to this class is responsible for program activity planning and the daily supervision of children 0-5 (years). Work involves implementing activities which contribute to the social, physical, intellectual and emotional needs of group and individual children. Work also involves providing direction and technical assistance for Child Development Assistants, conducting parent conferences and home visits. Work is performed under the guidance of the Child Development Associate II or Center Manager and is reviewed through conferences and evaluations.

EXAMPLES OF WORK

Sets up indoor and outdoor play activities which develop children in their social, emotional, intellectual and physical progress.

Records observations on assessment on all children in Galileo software.

Uses child outcome data reports to strengthen teaching techniques, inputs child outcome data in Galileo software on all children.

Assists children during breakfast, lunch and snack in order to foster appropriate habits with participation of teaching staff.

Plans and implements daily lesson plans for all children.

Completes a child development plan for each child with his/her parent/guardian.

Provides individual instruction to all children.

Serves as a bus rider as needed.

Assists with the loading and unloading of children from buses.

Ensures transportation safety is included in lesson plans.

Maintains accurate attendance and meal records.

Schedules and participates in monthly fire drills.

Plans and schedules developmentally appropriate field trips.

Ensures children's portfolios include all eight child outcomes.

Recruits and supervises volunteers.

Obtains required health and parent information.

Administers developmental and behavioral screens.

Participates in all required meetings, trainings and conferences.

Provides written documentation on children's progress.

Completes pre-referral forms for Disabilities Coordinator as needed.

Works in head teacher's position class as requested.

Develops activities for parents to do with their child.

Conducts and participates in staff meetings as necessary.

Reports suspected child abuse/neglect situations.

Ensures playground equipment is maintained and cleaned daily.

Performs related work as required.

CHILD DEVELOPMENT ASSOCIATE I - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of Early Childhood Development.
Knowledge of the interests of young children 0-5 (years).
Knowledge of observation and assessment techniques.
Knowledge in the application of developmentally appropriate practices.
Knowledge of CPR/First Aid.
Knowledge of Word Perfect or Word software.
Knowledge of the policies and procedures of the Department of Children and Families child care regulations.
Knowledge of Head Start/Early Head Start.
Ability to utilize computer software programs.
Ability to remain alert and observant at all times.
Ability to work harmoniously with other staff members.
Ability to guide the work of others and to make sound decisions.
Ability to communicate both orally and in writing.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from an accredited college with an Associates Degree or higher in Early Childhood Education/Child Development, or related field with eighteen (18) college credit hours in Early Childhood with one (1) year experience working directly with the care and development of young children (ages 0-5 years), or any equivalent combination or related training and experience. Must have forty (40) hours child care certification from the Department of Children and Families (DCF) and the 5 hour Emergent Literacy training from the Department of Education (DOE) at time of application.

NECESSARY SPECIAL REQUIREMENTS

Candidates with an Associates/Bachelor's Degree or higher in an unrelated field must have eighteen (18) college credit hours in Early Childhood Education/Child Development at the time of application and obtain a National CDA (Child Development Associate) credential in area of specialization within six (6) months of hire.