

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 4482

EARLY CHILDHOOD PROGRAM SPECIALIST

Abolished Effective June 1, 2005

BASIC FUNCTION

Provide educational instruction to meet the needs of children enrolled in an early childhood program.

DISTINGUISHING CHARACTERISTICS

Regularly assign, instruct and check the work of others or have responsibility for the daily operations of an early childhood program.

Under general direction, regularly plan, present and evaluate educational and recreational activities of children in early childhood program and provide parents with information on child care techniques.

TYPICAL WORK

Assess the social, intellectual, emotional, nutritional and physical needs of children enrolled in the early childhood program; develop child- and adult-directed educational activities based on these assessed needs;

Assess children's learning levels; monitor progress of each child;

Direct students, volunteers, and aides on the early childhood program staff;

Discuss progress of the children with their parents and respond to expressed concerns of the parents; design individualized educational materials;

Work with economically disadvantaged parents through programs such as Headstart and Parent Education;

Maintain inventory of supplies in the early childhood program and replenish when necessary;

Be familiar with and implement Department of Social and Health Services child care licensing requirements and child care regulations;

Maintain a healthy and safe environment for children in program;

May lead early childhood staff or be in charge of early childhood program;

May keep written observations of interaction between parents and children on a regular basis;

May prepare snacks for children in program;

May provide input to grant applications;

Perform duties of Early Childhood Program Aide II;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Forty-five college quarter hours in early childhood development/education/ special education or equivalent, or a Child Development Associate Credential (CDA) AND two years of experience working with children of the ages enrolled in the program, in a group setting OR equivalent education/experience.

Valid certification in cardio-pulmonary resuscitation and first-aid.

New Class: 11-18-76

Revise Class/Title: 8-5-88