

CODE: 44863
UNIT: WCL
GRADE: 1, 2, 3 DOE
FLSA: Non-Exempt

CLASSIFICATION TITLE

EARLY CHILDHOOD CARE SPECIALIST

SUMMARY

Provides for the care and development of children ranging from 6 weeks old to preschool.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Must possess maturity and judgment and like working with small children and their parents.

AND ONE OF THE FOLLOWING:

ECE CARE SPECIALIST 03 (Grade 6/ Step 1 = \$12.58) Minimum requirements:

12 months childcare

AND

60 credit hours of college with at least 12 hours in Early Childhood Education (ECE)

OR Child Development Associate (CDA)

ECE CARE SPECIALIST 02 (Grade 3/ Step 1 = \$10.82) Minimum requirements:

12 month childcare experience

AND

30 hours of Early Childhood Education (ECE) training/workshops (certificates required)

OR 60 credit hours of college

ECE CARE SPECIALIST 01 (Grade 1/ Step 1 = \$10.82) Minimum requirements:

6 months childcare experience

*******If no qualified applicants are available for the ECE CARE SPECIALIST 03 level position, the position may be filled at the lower grade level 02 or 01 entry level, depending on experience and/or education. These developmental positions are targeted for the 03 level positions. *******

ADDITIONAL REQUIREMENTS AFTER HIRE

Arizona Department of Education (ADE) Non-Certificated Programs DHS Childcare Employees & Volunteers

Fingerprint Clearance (at employee's expense)

OR

Department of Health Services (DHS) Childcare Facility Licensure Fingerprint Clearance (at employee's expense)

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

CPR and First Aid Certification. Certification must be maintained current during course of employment.

Blood Borne Pathogens Training

Documentation of a negative tuberculosis screening test, administered within 12 months before the start date; or if a candidate has had a positive test, a written statement signed and dated by a health care provider within six months before the start date stating candidate is free from infectious active tuberculosis. A negative tuberculosis screening test required is every 12 months of employment.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Helps arrange room and play materials to accommodate the daily schedule.

Helps create adult-made games and play materials, and assists with developing a list of needed supplies and equipment for submission to the supervisor.

Receives children from parents. Notes all special instructions, which parents may provide.

Maintains an accurate count of children in their charge.

Plans and conducts the appropriate play and learning activities to foster individual and group activity development.

Leads children in songs, games, finger plays, and other activities.

Interacts with children during programmed activities.

Attends to the physical needs of the children.

Rocks and holds babies, and assists children during family-style meals.

Helps children collect their belongings when they depart.

Ensures that each child leaves with his-her parent or someone authorized to take the child.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required as a normal part of assigned duties. Assistance is available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds as a regular part of the job. May require occasional lifting weights up to 75 pounds. **Considerable** walking, climbing, stooping, bending, reaching and sitting for **considerable** periods of time may be required as a normal part of the job. Employees **may have** minor restrictions of motion; however, the restrictions must not prohibit performance of assigned duties, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier. Utilizes audio-visual equipment. Operates a standard or automatic transmission motor vehicle.

WORKING CONDITIONS

Indoor. Outdoor. Office environment. Exposure to noise. Contact with employees, students and public. Exposure to all weather/climate conditions and temperatures. May work in small, cramped areas.

CONTROL, SUPERVISION

None

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New 3/14

Revised: 10/14, 12/14, 8/15, 7/16, 9/16, 9/17