



David Douglas School District #40

Classified Job Description

CHILD CARE SPECIALIST

Schedule: 9 months per year

Class: 8

POSITION PURPOSE

To be responsible for the general supervision and management of infants, toddlers, or preschool age children and to assist the Director in providing a quality program that responds to the community's need for child care, prepares young children for school, and facilitates an in-school career experience for high school students.

NATURE AND SCOPE OF RESPONSIBILITIES

- Provides curriculum and an environment that is developmentally appropriate for infants, and toddlers.
- Adapts the program to meet the needs of the children with emphasis on their interests, special talents, special needs, individual style and pace of learning
- Provides consistent primary care giving for a group of children.
- Facilitates the development of self-control in children by using developmentally appropriate guidance techniques.
- Assists with the development and implementation of an educational plan for each child.
- Assists with assessing the ongoing development and progress of children.
- Assists the Director by conducting parent conferences on children's school adjustment and behavior; explaining the program to visitors; supervising the staff and ensuring smooth coordination of all activities; training of student assistants, teaching demonstrations, and parent communication and involvement
- Coordinates the work of classroom staff and volunteers in the absence of the Teacher.
- Maintains and updates records.
- Attends all staff meetings and recommended training programs
- Performs other duties, as assigned

GENERAL DUTIES

- Reports suspected child abuse in accordance with Oregon Statute and Head Start procedures.
- Maintains the confidentiality of highly sensitive information.
- Interacts with children, families and community members in a supportive and professional manner.
- Ability to provide leadership and stability for program continuity, and to understand and follow oral and written instructions with limited supervision
- Ability to work cooperatively with others and communicate appropriately and effectively (both orally and in writing) with children, parents, students and staff

QUALIFICATIONS

- Associate's degree or higher in Early Childhood Education/Child Development/Early Intervention
- A valid First Aid card
- Basic knowledge and understanding of the growth and development of young children

ESSENTIAL PHYSICAL REQUIREMENTS

- Moderate degree of physical stamina with frequent lifting of up to 50 pounds.
- Frequent standing, walking, bending, stooping and kneeling.
- Able to move freely to various locations within a classroom to provide assistance.
- Exposure to noise and activity of a classroom setting.
- Ability to provide for the identified physical needs of children, such as toilet assistance, feeding, therapy, and other
- related needs

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.