

RANGE N01

**JTC NO. N11
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Child Development Specialist I

DATE PREPARED: April 1985

DATE REVISED: Summer 1995, Fall 2000; Fall 2006; Spring 2009; Spring 2011; Summer 2012; Spring 2014; Spring 2015; Fall 2016; Summer 2017

GENERAL SUMMARY:

Participates in teaching and caring for children in a child care age unit. Provides peer training to Early Childhood Development students.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides assistance to the lead instructor or instructional associate in the instruction of children in a child care age unit through implementation of lesson plans and other activities.
- Organizes and participates in games; reads stories and teaches simple painting, drawing, handwork, songs and similar activities.
- Helps children remove garments. Directs activities in eating, resting, and toileting. Maintains discipline.
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
- Participates with lead instructor in providing demonstrations of age appropriate development and behavior of children. Provides guidance in Center rules and regulations related to child care for practicum students.
- Communicates informally with parents on children's progress and behavior.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Receives direct supervision from the Coordinator, Parent Child Study Center; second level supervisor is an Instructional Division Chair.

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PHYSICAL EFFORT REQUIREMENTS:

Requires the ability to lift and carry children and equipment weighing up to 50 pounds. May cause fatigue due to sustained activity for long periods of time.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

High School degree or GED equivalent. Ability to communicate courteously with parents, children, students and DCCCD staff from diverse backgrounds. Strong knowledge and experience providing effective customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

jam/N05/9/95
ccp/09-02/revised
ccp: 09/01/06 – rje
revised: 04/2009-ccp
revised: 04/15/2011-rrg
revised: 08/2012 – emm
revised: 09/2014 – emm
revised: 03/2014 – emm
revised: 04/2015 – emm
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