

RANGE N01

**JTC NO. T05
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Child Development Specialist II

DATE PREPARED: April 1985

DATE REVISED: Spring 1991, Spring 1995, Fall 2004, Spring 2009;
Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

Primary classroom responsibility for a child care unit. Prepares lesson plans appropriate for class group. Participates in the training of Early Childhood Development students through role modeling, one-on-one training, classroom observation activities, etc.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Primary responsibility for preparing lesson plans which are appropriate for age group assigned. Develops semester outline, weekly and daily specific lesson plans and submits to Center Director/Coordinator for approval.
- Teaches elemental natural science and social science, personal hygiene, music, art and literature to promote children's physical, mental and social development. Provides and/or supervises wide variety of experiences by means of dramatic play, storytelling, field visits, and group discussions as appropriate to age group.
- Responsible for the physical care and well-being of children assigned to his/her classroom. Includes but is not limited to regulating rest/play periods, serving meals and snacks, diapering/toilet training, and administering prescription medication.
- Maintains records of children's developmental progress. Provides detail to parents in formal/informal visits.
- Participates in the training of students in Early Childhood Development classes through demonstrations of appropriate/inappropriate development and behavior, role modeling, observation of classroom and through one-on-one training in the children's assigned classroom.
- Provides guidance and direction to classroom child care assistants.
- Performs other duties as assigned.

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REPORTING RELATIONSHIP:

First level supervisor is a Center Coordinator/Director; second level supervisor is generally an Instructional Dean/Instructional Division Chair.

PHYSICAL EFFORT REQUIREMENTS:

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

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Associate's degree or higher plus five years of experience working with young children in a child care facility. Oral and written communication skills to interact with children, students, parents, and DCCCD staff members from diverse backgrounds. The ability to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

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revised: 09/02; ccp
revised: 08/23/04; ccp
revised: 04/2009 – adhoc - msv
revised: 08./2012 – emm
revised: 04/2015 – emm
revised: 12/2016 - emm
ADA/tmm 09.10.18