



Job Description

Job Title: Child Development Specialist I

JTC: N11

Salary Range: N01

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable about current principles, practices and methods of early childhood education such as local, state and federal laws, regulations, policies and practices governing child care programs, assessment & program evaluation techniques, understanding office practices & procedures and record keeping techniques.

Ability to assist with implementing age appropriate curriculum to foster growth and development and administer effective child development center policies and procedures.

Able to establish and maintain relationships with parents, including assisting with orientation and providing daily feedback. Ability to conduct and maintains discipline towards the customer.

Able to assist and contribute in planning, facilitating, and coordinating children programming.

Ability to communicate with parents and children in a positive and effective manner. Must provide quality customer service skills. Models and provides feedback on appropriate interaction skills and teaching techniques for program children and parents.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school diploma is required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL 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.

Works collaboratively with the other staff members during the assessment of children by observation. 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. Helps children remove garments. Directs activities in eating, resting, and toileting. Helps children develop habits of caring for own clothing and picking up and putting away toys and books.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.