

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Child Development Services Specialist

Reports To: Child Development Services Manager

Supervises:

FLSA STATUS: Exempt Non-Exempt

General Statement of Duties:

The Child Development Services Specialist assists with developing, implementing and assessing the educational program required for comprehensive child development services. The Child Development Services Specialist responsibilities support consistency across programming and compliance with requirements of all funding sources and regulatory agencies.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Assists with process for ensuring a safe, healthy, and well-equipped learning environment that fosters the social, emotional, cognitive, and physical development of each child.
- Assists with the establishment and maintenance of a developmentally appropriate education program to meet the individual needs of each child, including children with special needs.
- Assists with the development and implementation of policies, procedures, and resource materials to carry out the goals and objectives of the child development program (ex. Child Health & Development Manual).
- Ensures compliance with DCFS licensing standards, including license renewals and staff records.
- Assists with purchasing of child development and education equipment and materials to meet program goals and objectives.
- Assists with a system that is implemented for parents to receive information on curriculum, ongoing assessment, and child guidance in addition to their child's individual development.
- Assists with a system to ensure the successful transition of students into and out of the program.
- Assists with a system by which child development information is accurate, complete, documented and maintained in family files.

- Assists with compliance for child development and education requirements of funding sources, including state Pre-Kindergarten.
- Assists with child outcomes requirements, including analysis and use of child outcomes data.
- Participates in investigations of violations of policies and procedures and the grievance process.
- Identifies, provides and/or coordinates needed training for staff and parents in the area of child development.
- Participates in the selection, interview, and hiring process of new employees. Assists with development of staffing plans to meet program needs.
- Provides supervision and direction to child development staff.
- Participates in program improvement and strategic planning activities.
- Represents the program in the community. Assists with providing community education, develops partnerships, and presents a positive image of Head Start and Early Head Start.
- Assists with recruitment activities as assigned.

General Duties and Responsibilities:

- Uses available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- A Bachelor's Degree in Early Childhood Education, Child Development or a related field.
- One year professional experience in administration of an early childhood education program.
- Knowledge of Head Start and other agency rules and regulations preferred.
- Oral and written communication, interpersonal and management skills necessary to relate to staff, children, parents, and community resources and to provide supervision to subordinate staff.
- Must possess strong skills in the use of common office software for word processing, spreadsheets and data bases. Ability to learn the use of web-based systems.
- Experience working with diverse populations.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.
- Respect for family, staff and agency confidentiality.

- Respect for the principles of the Equal Employment Opportunities act and the Americans with Disabilities Act.
- Ability to travel to meetings, trainings and other work sites.

Essential Functions:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission salary administration program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of Employee_____Date_____