



CHILD DEVELOPMENT SPECIALIST

Position Description

General Responsibilities:

The Child Development Specialist is responsible for the care and education of a group of children as part of a teaching team and functions as a team leader or co-leader. The Child Development Specialist plans and implements the curriculum and, with active participation of other members of the teaching team, works with parents and assesses in the needs of individual children.

Required Qualifications:

1. Bachelor's Degree in Child Development, Early Childhood Education, or related field.
2. Minimum of five years of early childhood classroom experience.

Preferred Qualifications:

1. Experience developing and implementing curriculum for young children.
2. Demonstrate experience in family involvement activities.

Essential Functions and Duties:

1. Design appropriate room arrangement to support the goals of the classroom.
2. Maintain a safe environment and post necessary information to ensure the safety and well-being of the children.
3. Maintain an orderly learning environment.
4. Plan and implement curriculum and activities:
 - that are balanced between child-initiated, teacher-initiated, quiet, and active activities;
 - that promote children's physical development using equipment and materials for indoor and outdoor play;
 - that involve children in planning and implementing learning activities;
 - that provide an integrated curriculum that meets the needs of individual children;
 - that promote language and literacy development and the acquisition of number concepts;
 - that develop positive self-esteem and social skills;
 - that provide culturally diverse experiences; and
 - that include a wide variety of creative and expressive activities.
5. Establish routines with smooth transition periods.
6. Practice and promote sound child development practices, including using positive guidance techniques, communicating with children at their developmental level, and encouraging children to be independent.
7. Promote communication with parents through semi-annual parent conferences and development of a portfolio.



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Position Description - continued

Provide opportunities for and encourage family involvement in the program.

8. Assess program supplies and materials needed prior to implementing activities.

9. Coordinate and help supervise Student Support Staff, practicum students, and volunteers working in the classroom.

10. Maintain written plans on a weekly basis.

11. Assess children's needs and developmental progress on an ongoing basis and use assessment results to plan activities. Convey assessment information to parents and offer support for dealing with children at different developmental stages.

12. Promote the center's philosophy and educational objectives and support the center's code of ethical conduct.

13. Engage in ongoing staff development to improve personal and professional skills. Attend staff meetings, workshops, and in-service training provided by the center.

14. Support the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement.

Other Duties and Responsibilities:

This job description does not state or imply that the duties listed on this description are the only duties to be performed by the employee of this position. The incumbent may be required to follow other instructions and to perform other duties requested by his or her supervisor, within reason.