



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>DAY CARE SPECIALIST</b>
Jurisdictional Class:	Competitive
Civil Division:	Cayuga-Onondaga BOCES
Adoption:	CSM 9/20/90
Revised:	CSM 12/13/00, 12/8/04, 09/14/05

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the BOCES Day Care Center and involves responsibility for planning, organizing and supervising the activities of children in a day care program. The work is performed under the general supervision of the Early Childhood Coordinator. Supervision is exercised over the work of subordinate day care staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Plans daily program and makes work assignments to subordinate child care personnel, reviews work in process and evaluates performance;  
Develops operating policies and procedures in compliance with applicable state and local child care regulations;  
Confers with parents to inform them of child's status, accomplishments and problems;  
Attends staff conferences and in-service training;  
Organizes and may conduct in-service training programs for staff;  
Directs activities of children using the Center on a daily basis and formulates a weekly plan;  
Works with Day Care Workers in setting up play areas;  
Develops and coordinates a program of regular consultation with the Early Childhood Coordinator concerning the children and the Center's activities;  
Keeps Day Care Workers informed of health and behavioral problems of the children;  
Keeps records of daily attendance, fire drills, snacks and special projects;  
Assumes responsibility for carrying out emergency procedures and conducts monthly fire drills;  
May recommend the purchase of ongoing supplies and materials relating directly to program projects;  
Arranges for individual conference times with the parents;  
Supervises lunch time activities;  
Supervises and participates in group activities of preschool children;  
Supervises and participates in the changing of diapers for those infants and preschoolers not toilet trained;  
Supervises and participates in the feeding of children enrolled in the Center.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of young child development and behavior principles and practices;  
Good knowledge of the principles of effective day care;  
Good knowledge of methods, materials and equipment used in a day care program;  
Ability to assist in planning and organizing a day care program;  
Ability to supervise the work of subordinate day care staff;  
Ability to establish and maintain good working relationships with children and others;  
Ability to arrange in-service training programs;  
Ability to prepare program records and reports;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or NYS registered 2-year college with an Associate's Degree or higher level in Nursery Education, Child Care, Early Childhood Development, Early Childhood Studies, or a closely related field AND 1 year of experience that involved the planning and development of operating policies and procedures and/or educational and recreational activities working with children as defined below:
- (1) In an infant, toddler or preschool setting or day care program
  - (2) In an elementary school setting
  - (3) In a special education setting; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and a Child Development Associate credential, or, 9 college credits in Early Childhood, Child Development or a related field with a plan leading to a child development associate credential, AND 2 years of experience as defined in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: If working as a Head of Group for Infants/Toddlers, in addition to the above, candidate must have a minimum of one year of specific training and/or experience in infant or toddler care which may be demonstrated by obtaining an Infant/Toddler Child Care credential.