

**Job Description**  
**Childcare Resources Education Center**

**JOB TITLE: Childcare Specialist**

Reports to: Center Director  
Non-exempt Employee

Summary: Supervise assigned group of children and direct activities and learning experiences. Prepare reports and maintain files and records. Interact with parents at meetings and on a day-to-day basis. Perform assigned food service, diapering/toileting, and clean up duties.

**Essential Job Functions:**

Implement lesson plans and oversee activities and maintain classroom.

- Supervise children by sight and sound at all times.
- Inform parents of child's progress by speaking to parents daily and at designated meeting times.
- Teach social learning and manners by sitting with children at mealtime and providing demonstration of appropriate behavior.
- Discipline children appropriately by adhering the center's discipline policy.
- Sanitize toys and equipment as required.
- Maintain classroom in a neat and organized manner and perform cleaning duties as scheduled or needed.
- Interact with children, parents & co-workers in a positive manner.
- Know and follow criteria set forth by Florida state standards, licensing and NAEYC
- Work with center assistant and director on NAEYC accreditation
- Prepare and maintain classroom portfolio for NAEYC accreditation

Maintain records and attend training.

- Take and record attendance daily.
- Maintain files for each child assigned that contain immunization records, developmental assessments, attendance, and other relevant information.
- Prepare accident reports in accordance with established procedures.
- Note and report any suspected abuse or neglect to supervisor. Call the child abuse hotline to report if supervisor is unavailable.
- Attend and participate in ongoing training as assigned.

- Perform ongoing formal and informal assessments of children. Consider how curriculum can be adapted to meet the child's needs.

### **Knowledge, Skills and Abilities**

- Knowledge of laws and regulations governing childcare operation.
- Knowledge of the methods and practices of curriculum development and instruction.
- Knowledge of standard health and safety policies and practices in childcare licensing and NAEYC accreditation
- Ability to establish and maintain files and records
- Ability to understand written and oral instructions and to act on them
- Ability to communicate effectively orally and in writing
- Ability to plan and coordinate activities, curriculum and programs
- Ability to lift children, boxes, furniture and perform cleaning duties, as assigned
- Ability to establish effective and harmonious working relationships with staff, parents, and students
- Ability to use computer effectively and efficiently.
- Ability to implement positive discipline techniques in the classroom.

### **Minimum Qualifications**

- Must possess the knowledge, skills and abilities listed above
- Ability to read and write English
- Minimum of 3 years experience working with children in a group setting.
- First Aide/CPR training
- Minimum of a high school diploma/GED
- Minimum of a CDA with aspirations to continue professional education and growth
- Current on all DCF training requirements
- Must have DCF 40 hour training certificate

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All employees may not perform the entire job duties listed, and some employees may perform some duties that are not listed. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**Job Description**  
**Childcare Resources**  
**Floating Childcare Specialist**

Reports To: Director  
Non-exempt employee

Summary: Supervise assigned group of children and direct activities and learning experiences. Prepare reports and maintain files and records. Interact with parents at meetings and on a day-to-day basis. Perform assigned food service, diapering/toileting, and clean up duties.

**Essential Job Functions:**

Implement lesson plans and oversee activities and maintain classroom.

- Supervise children by sight and sound at all times.
- Inform parents of child's progress by speaking to parents daily and at designated meeting times.
- Teach social learning and manners by sitting with children at mealtime and providing demonstration of appropriate behavior.
- Discipline children appropriately by adhering the center's discipline policy.
- Sanitize toys and equipment as required.
- Maintain classroom in a neat and organized manner and perform cleaning duties as scheduled or needed.
- Interact with children, parents & co-workers in a positive manner.
- Know and follow criteria set forth by Florida state standards, licensing and NAEYC
- Work with center assistant and director on NAEYC accreditation
- Prepare and maintain classroom portfolio for NAEYC accreditation

Maintain records and attend training.

- Take and record attendance daily.
- Maintain files for each child assigned that contain immunization records, developmental assessments, attendance, and other relevant information.
- Prepare accident reports in accordance with established procedures.
- Note and report any suspected abuse or neglect to supervisor. Call the child abuse hotline to report if supervisor is unavailable.
- Attend and participate in ongoing training as assigned.
- Perform ongoing formal and informal assessments of children. Consider how curriculum can be adapted to meet the child's needs.

### **Knowledge, Skills and Abilities**

- Knowledge of laws and regulations governing childcare operation.
- Knowledge of the methods and practices of curriculum development and instruction.
- Knowledge of standard health and safety policies and practices in childcare licensing and NAEYC accreditation
- Ability to establish and maintain files and records
- Ability to understand written and oral instructions and to act on them
- Ability to communicate effectively orally and in writing
- Ability to plan and coordinate activities, curriculum and programs
- Ability to lift children, boxes, furniture and perform cleaning duties, as assigned
- Ability to establish effective and harmonious working relationships with staff, parents, and students
- Ability to use computer effectively and efficiently.
- Ability to implement positive discipline techniques in the classroom

### **Minimum Qualifications**

- Must possess the knowledge, skills and abilities listed above
- Ability to read and write English
- Minimum of 3 years experience working with children in a group setting.
- First Aide/CPR training
- Minimum of a high school diploma/GED
- Minimum of a CDA with aspirations to continue professional education and growth
- Current on all DCF training requirements
- Must have DCF 40 hour training certificate

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All employees may not perform the entire job duties listed, and some employees may perform some duties that are not listed. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.

**Job Description**  
**Childcare Resources Education Center**

**Childcare Specialist Assistant**

Reports To: Director  
Non-Exempt Employee

Summary: Supervise assigned group of children and direct activities and learning experiences. Prepare reports and maintain files and records. Interact with parents at meetings and on a day-to-day basis. Perform assigned food service, diapering/toileting, and clean up duties.

**Essential Job Functions:**

Implement lesson plans and oversee activities and maintain classroom.

- Supervise children by sight and sound at all times.
- Inform parents of child's progress by speaking to parents daily and at designated meeting times.
- Teach social learning and manners by sitting with children at mealtime and providing demonstration of appropriate behavior.
- Discipline children appropriately by adhering the center's discipline policy.
- Sanitize toys and equipment as required.
- Maintain classroom in a neat and organized manner and perform cleaning duties as scheduled or needed.
- Interact with children, parents & co-workers in a positive manner.
- Know and follow criteria set forth by Florida state standards, licensing and NAEYC
- Work with childcare specialist and director on NAEYC accreditation
- Assist with preparation and maintenance of a classroom portfolio for NAEYC accreditation

Maintain records and attend training.

- Take and record attendance daily.
- Maintain files for each child assigned that contain immunization records, developmental assessments, attendance, and other relevant information.
- Prepare accident reports in accordance with established procedures.
- Note and report any suspected abuse or neglect to supervisor. Call the child abuse hotline to report if supervisor is unavailable.
- Attend and participate in ongoing training as assigned.

- Perform ongoing formal and informal assessments of children. Consider how curriculum can be adapted to meet the child's needs.

### **Knowledge, Skills and Abilities**

- Knowledge of laws and regulations governing childcare operation.
- Knowledge of the methods and practices of curriculum development and instruction.
- Knowledge of standard health and safety policies and practices in childcare licensing and NAEYC accreditation
- Ability to establish and maintain files and records
- Ability to understand written and oral instructions and to act on them
- Ability to communicate effectively orally and in writing
- Ability to plan and coordinate activities, curriculum and programs
- Ability to lift children, boxes, furniture and perform cleaning duties, as assigned
- Ability to establish effective and harmonious working relationships with staff, parents, and students
- Ability to use computer effectively and efficiently.

### **Minimum Qualifications**

- Must possess the knowledge, skills and abilities listed above
- Ability to read and write English
- Minimum of 1 year experience working with children in a group setting.
- First Aide/CPR training
- Minimum of a high school diploma/GED
- Employees are hired for one year. In order to be eligible for employment to continue after the first year, the employee must have obtained a CDA.
- Current on all DCF training requirements
- Must have DCF 40 hour training certificate

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All employees may not perform the entire job duties listed, and some employees may perform some duties that are not listed. Employees may be requested to perform job-related responsibilities and tasks other than those stated in this description.