

CLASSIFICATION SPECIFICATION

Early Childhood Curriculum Assistant

FT/PT Class Code: 5111, 5611 Pay Grade: B/C 09 FLSA: Non-Exempt Rev: 06/15/17

SUMMARY STATEMENT: An incumbent is responsible for monitoring and evaluating the planning and presentation of developmentally appropriate child development activities for all classrooms and ensuring all classroom environments in the Child Development Center meet the requirements of the Office of the Child Care Licensing.

NATURE AND SCOPE:

An incumbent typically reports to the Child Development Center Manager and is responsible for monitoring the planning and presentation of developmentally appropriate activities to meet the individual needs of the children in all of the classrooms. Incumbents are responsible for the overall supervision of the classroom environments and activities taking place in the classrooms; for maintaining structure, health, safety, and order; and for providing support and guidance to the staff and children. Ages of the children may range from infants to school-aged. A significant aspect of the work involves establishing and maintaining positive relationships with the staff, the children enrolled in the program and with their families. Additionally, the incumbent may assist Early Childhood Education students with the completion of their laboratory observation experiences.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Monitors, tracks, and ensures all classroom environments, lesson plans, and activities are developmentally appropriate and meet the requirements of the Office of the Child Care Licensing assessment practices, curriculum program initiatives, and the individual needs of the children in all of the classrooms.
2. Monitors, tracks, and ensures that Classroom Teachers are submitting required assessment data by the designated checkpoint dates and that lesson plans reflect individual needs of children based on physical, cognitive, social, and emotional development guidelines and assessments. Assists Classroom Teachers in identifying and reporting developmental delays to the Program Manager and determining if referrals for special services are needed.
3. Facilitates, monitors, tracks, and ensures the completion of developmental and social-emotional screenings, assessments, and parent/teacher conferences in compliance with the Office of the Child Care Licensing.
4. Conducts observations in all classrooms to ensure lesson plans are being followed and presented appropriately, assess interactions between teachers and children, and ensure all the Office of the Child Care Licensing requirements are being met.
5. Ensure written and electronic records regarding each child's development, daily activities, injury reports, etc., as assigned by the Program Manager.
6. Assists students during their laboratory experiences and observes students' lesson plans in the Child Development Center.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Serves as back-up in the Child Development Center Manager's absence. This includes making decisions on behalf of the Center in case of emergency and address any other pressing issues.
8. Develops and executes staff trainings, mandatory staff in-services, and parent trainings.
9. Makes recommendations to the Child Development Center Manager for the purchase of supplies, equipment, and classroom materials.
10. Assists in maintaining the cleanliness of supplies and equipment and performing light housekeeping duties for the Center as needed.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of State of Delaware child care licensing regulations.
- ◇ Knowledge of College and program rules, regulations, and requirements.
- ◇ Knowledge of child behavior and development.
- ◇ Knowledge of classroom observation tools and strategies.
- ◇ Knowledge of early childhood assessment tools, strategies, databases, classroom technology, etc.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to communicate effectively both orally and in writing.
- ◇ Ability to prepare and maintain written and electronic records.
- ◇ Ability to enforce rules firmly, impartially, and effectively.
- ◇ Ability to use sound judgment and remain calm when confronted with emergency situations.
- ◇ Ability to distinguish and respond appropriately to inappropriate behavior.
- ◇ Ability to assess the physical, cognitive, social, and emotional development of children.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and two (2) years of relevant experience with childcare or other equivalent combination of education and experience.
- ◇ Ability to lift up to 50 pounds.
- ◇ Per DelaCare regulations, an FBI clearance, State of Delaware Criminal History Background Check and a negative TB test are required of the final candidate prior to employment.
- ◇ C.P.R. and First Aid Certificate must be obtained within two (2) months of hire.