

CLASSIFICATION SPECIFICATION

Early Childhood Intern

FT/PT Class Code: 4120, 4505 Pay Grade: B/C01

FLSA: Non-Exempt

Est. 5/25/21

SUMMARY STATEMENT: An incumbent is responsible for performing entry level routine duties in an assigned area in order to gain supervised practical experience in a department or field at the College.

NATURE AND SCOPE:

This is a temporary, part-time classification designed to provide candidates with the opportunity to gain supervised practical experience in a department or field at the College (e.g. Public Safety, Human Resources, etc.) An incumbent reports to the Child Development Center Manager and/or an Early Childhood Classroom Teacher. Incumbents are responsible for assisting in the planning and implementation of developmentally appropriate activities, assisting the supervision of the children including directing them in self-care activities, maintaining the cleanliness of supplies and equipment, and interacting with the children, staff, and their families. Ages of the children may range from infants to school-aged.

PRINCIPAL ACCOUNTABILITIES:

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

1. Performs entry level, routine duties that are designed to provide exposure to different aspects of a professional career field and to provide the opportunity to gain supervised practical job experience.
2. Attends and actively participates in training to develop additional skills as assigned by supervisor.
3. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

May require one or more of the following:

- ◇ Knowledge of filing techniques and procedures.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to operate office machines and equipment, e.g. copiers, microfilm and microfiche equipment.
- ◇ Ability to compare information to verify accuracy and to record information accurately.
- ◇ Ability to record information accurately.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED.
- ◇ Ability to lift up to 50 pounds.
- ◇ One of the following per DELACARE regulations:
 - Successful completion of at least three college or university credits from a regionally accredited college or university in either child development or early childhood education; or

- Successful completion of Training for Early Care and Education 1 (TECE 1) or equivalent training as recognized by Office of Child Care Licensing, such as within the Council for Professional Recognition's Child Development Associate Credential (CDA) Gold Standard SM Comprehensive certification; or
- Successful completion of a traditional high school's career pathway program in early childhood education accepted by Department of Education (DOE).
- 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.