

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3220      **TITLE:** CHILD CARE SPECIALIST III      **GRADE:** S-24

**DEFINITION:**

Under general supervision, **EITHER** plans and directs all aspects of a broad, diversified program; **OR** supervises the training assessment, content development and delivery, and technical assistance efforts for a broad program and supervises a large group of professionals who develop, deliver and evaluate training in the field of child care or child development; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Child Care Specialist III differs from the Child Care Specialist II in that the Child Care Specialist III oversees all aspects of a broad program while the Child Care Specialist II has a particular area of expertise or supervises a limited function or specific field or services within a broad program. The Child Care Specialist III supervises the training assessment, content development and delivery, and technical assistance efforts for a broad program whereas the Child Care Specialist II assesses the needs and develops, delivers, and evaluates training. The Child Care Specialist III generally supervises a large number of professionals who develop, deliver and evaluate training in the field of child care or child development while the Child Care Specialist II supervises a small group of professional and paraprofessional staff.

**ILLUSTRATIVE DUTIES:**

Plans and directs the administration, programming, and management of a broad program area (e.g. the USDA Child and Adult Care Food Program);  
Participates in team management of a SACC region, including supervision, administration, programming, staffing, and special needs issues;  
Provides fiscal management of grants which may include managing the administrative budget and/or overseeing disbursements to participants;  
Interprets federal, state, and local laws and regulations as they apply to programs;  
Assists in developing various program policies and procedures;  
Provides comprehensive training and technical assistance for child care programs;  
Has ultimate responsibility for the development of all training programs on program planning and child development;  
Provides quality assurance for programs and makes recommendations for improvements;  
Performs short- and long-range planning and adjusts systems and resources to match current program strategies;  
Researches and writes grants proposals and seeks innovative funding sources;  
Approves written communication materials that are disseminated to the public;  
Monitors program statistics and oversees production of reports summarizing program accomplishments;  
Oversees coordination of services with other governmental programs and community organizations to enhance effectiveness of partnerships;  
Represents the program in task forces including other governmental agencies and community groups;

Directs and supervises a large staff of supervising professionals who develop, deliver and evaluate training in the field of child care or child development and/or child care specialists; Oversees and coordinates recruitment and staffing issues.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of the principles, concepts, and methodology of assigned area of accountability;  
Knowledge of County budget/fiscal policies and procedures;  
Ability to communicate effectively, both orally and in writing;  
Ability to perform short- and long-range planning and monitor effectiveness of programs;  
Ability to keep current on the latest theories of early childhood development and education;  
Ability to work independently and as a leader of a team;  
Ability to manage projects and supervise others;  
Ability to serve as a supervisor of a training or technical assistance team.  
Ability to work collaboratively to build partnerships with other jurisdictions and organizations (e.g. businesses, non-profit entities, etc.).

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following:  
Graduation from an accredited college or university with a major in Early Childhood Education, Psychology, Social Work, or a closely related field; PLUS  
Three years of professional experience in day care administration, early child education, or related human service administration.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REVISED:	December 24, 2002
REVISED:	December 8, 1992
ESTABLISHED:	August 3, 1981