

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3221

TITLE: CHILD CARE SPECIALIST II

GRADE: S-22

DEFINITION:

Under general supervision, **EITHER** supervises the daily activities of a small group of professionals and paraprofessionals in the delivery of specific services within a broad program area; **OR** serves as subject matter expert over a limited and specific field, function, or services within a broad program; **OR** assesses the needs, develops the planning and content, and delivers training and technical assistance in an area of specialty within a broad program; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Child Care Specialist II differs from the Child Care Specialist III in that the Child Care Specialist II may have a particular area of expertise or supervises the delivery of specific services within a broad program area, while the Child Care Specialist III oversees all aspects of a broad program. The Child Care Specialist II generally supervises a small number of professional and paraprofessional staff whereas the Child Care Specialist III supervises a large number of professional and paraprofessional staff. The Child Care Specialist II assesses needs, and develops, delivers, and evaluates training whereas the Child Care Specialist III supervises the training and technical assistance efforts of training programs in the child care or child development field.

The Child Care Specialist II differs from the Child Care Specialist I in that the work of the Child Care Specialist II is more complex, broad in scope, establishing the Child Care Specialist IIs as the subject matter expert over a specialty field, function or services within a broad program while the Child Care Specialist performs routine work delivering direct services to family day care providers and day care centers. The Child Care Specialist II conducts needs assessments, develops curriculum content, delivers the training, and evaluates the effectiveness of the training whereas the Child Care Specialist I activities are limited to delivering training programs and assisting in curriculum development. Also, Child Care Specialist IIs may supervise a small group of professional and paraprofessional staff while Child Care Specialist Is may supervise paraprofessional staff.

ILLUSTRATIVE DUTIES:

Serves as the “expert” within a function, a particular field of knowledge or services (e.g., disabilities, health, education, child care referral) within a broad program area;
Assists in developing, enhancing, and assessing programs;
Recommends changes to local policies and procedures;
Assesses needs, and develops, delivers, and evaluates training programs;
Oversees delivery of technical assistance provided to providers, parents, centers, and the community;
Coordinates services with other governmental programs and community organizations;
Works with multidisciplinary teams to develop plans to best meet children’s needs;
Reviews research and demographic data for official County reports;

Maintains current knowledge of legislation, best practices, and performance measures;
Updates systems and resources to match current program strategies;
Monitors programs for compliance with applicable federal, state, and local laws and regulations;
Assists in researching and writing grant proposals and seeking innovative funding sources;
Oversees a program site and manages services within that site;
Supervises other professional and support staff within the program area;
Prioritizes workloads of staff and manages caseload distribution;
Participates in the hiring and evaluation process of staff in the program area.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles, concepts, and methodology of assigned area of accountability;
and/or extensive knowledge in particular area of expertise;
Ability to communicate effectively, both orally and in writing;
Ability to keep current on the latest theories of early childhood development and education;
Ability to work independently and as a member of a team;
Ability to manage projects and supervise others.
Ability to assess, deliver, and evaluate training.

EMPLOYMENT STANDARDS:

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

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED:	December 24, 2002
REVISED:	December 8, 1992
REVISED:	May 18, 1987
ESTABLISHED:	August 3, 1981