

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

**CLASS CODE:** 3231    **TITLE:** DAY CARE CENTER TEACHER I    **GRADE:** S-15

**DEFINITION:**

Under general supervision, performs professional work in the field of child development; oversees a program for older school-age children, in a School-Age Child Care dual-program center, or is responsible for the daily operation of a special needs program at a child development center for children with physical and mental disabilities; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Day Care Center Teacher I class differs from the Day Care Center Assistant Teacher in that it plans and implements an entire program for either older school-age children or oversees the operations for children at a special needs center; whereas the Assistant Teacher assists the implementation of an educational program. This class also differs from the Day Care Center Teacher II class in that it has no staff supervisory, financial or staff development responsibilities.

**ILLUSTRATIVE DUTIES:**

Plans, coordinates and presents a program of appropriate experiences for older school-age children or children with special needs;  
Develops systems to safeguard the health and safety of the children;  
Plans and prepares nutritious daily snacks;  
Develops room arrangements to facilitate a variety of experiences to meet the needs and interests of the children;  
Plans activities to involve parents in the center's program;  
Participates in orientation, staff development sessions and teacher meetings;  
Writes newsletter articles and prepares a calendar of activities involving a particular group of children;  
Determines supply and equipment needs for their program.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of individual behavior and the growth and development of children and youth, and the impact of group relationships;  
Knowledge of how cultural patterns, socioeconomic differences and/or physically and mentally handicapping conditions affect the behavior of children;  
Knowledge of health, safety and first aid methods, and the ability to assume administrative responsibility for assigned areas of a health and safety program;  
Knowledge of the factors which cause problems in children;  
Ability to establish warm and supportive relationships with children, on a group and individual basis.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to completion of two years of study and training at an accredited four-year college or university with major course work in early childhood or elementary education, nursing, recreation, or a related field plus one year of related work experience.

REVISED: July 22, 2009  
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ESTABLISHED: August 6, 1984