

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3232 **TITLE:** DAY CARE CENTER TEACHER II **GRADE:** S-18

DEFINITION:

Under direction, performs professional and supervisory work in the field of child development in a day care center for children; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Day Care Center Teacher II class differs from the Day Care Center Teacher I in that the Day Care Center Teacher II has supervisory, financial or staff development responsibilities; while the Teacher I works under supervision to provide direct child care services.

The Day Care Center Teacher II differs from the Day Care Center Supervisor in that the Day Care Center Supervisor has overall administrative and operational management responsibility for the Day Care Center while the Day Care Center Teacher II serves as first line supervisor over Day Care Center Teacher I's and provides direct child care services.

ILLUSTRATIVE DUTIES:

Assists the Day Care Center Supervisor by coordinating activity plans, staff assignments and schedules;

Oversees program plans of subordinates;

Supervises the work of Day Care Center Teacher I's, Aides, substitutes and volunteers;

Plans and implements a daily program of developmental experiences for preschool children, and a remedial and enrichment program for school-age children;

Provides care and protection for the children, helping them learn to adapt to and cope with real-life situations and to develop appropriate habits in such activities as eating and dressing;

From daily observation, notes the physical condition of each child, reports conditions needing attention, and administers first aid treatment when needed;

Maintains progress records on the emotional, physical, social and intellectual development of the children;

Holds regular individual parent-teacher conferences and participates in parent group meetings and activities;

Through individual conferences, supervises assistant teachers and aides in daily contact with children;

Maintains attractive, healthful surroundings and assures that equipment and materials are kept accessible to the children and in good condition;

Attends and participates in conferences and workshops related to group day care and other pertinent fields;

Performs center administrative duties, to include liaison with school officials, personnel, payroll, record keeping, cash handling and snack purchasing;

Responsible for center newsletter;

Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of individual behavior and the growth and development of children, and the impact of group relationships;
Knowledge of health, safety and first aid methods;
Knowledge of the factors which cause problems in children;
Ability to establish warm and supportive relationships with children, on a group and individual basis, gaining confidence and trust and imparting a sense of security;
Ability to assume administrative responsibility for the assigned center's overall health and safety program;
Ability to provide a wide variety of stimulating experiences for children to meet individual intellectual and emotional needs;
Ability to recognize problems of both a physical and psychological nature as exhibited by children;
Ability to organize and plan the activities of subordinate day care personnel;
Ability to develop and maintain a working relationship with parents and staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university in a child-related field such as, but not limited to early childhood or elementary education, nursing, recreation, or a related field.

REVISED: July 22, 2009

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CHANGE IN TITLE: August 6, 1984