



*Board of Education of the City of St. Louis*  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Child Care Specialist
<b><i>Payroll/Personnel Type:</i></b>	11 Month
<b><i>Reports to:</i></b>	Supervisor, Parent Infant Interaction Program (PIIP)

**Position Summary:**

Perform the duties required to develop and implement a viable infant care program and provide assistance and support for adolescent parents

**Essential Functions:**

- Assume daily responsibility for the coordination, programming curriculum development and management of the Child Care Center.
- Monitor the administration of the Denver Developmental Screening Assessment for infants/toddlers.
- Implement the lab portion of the high school credited child care course.
- Maintain a Missouri State license and the Board of Public Service/City license for the Center by working with a Division of Family Services and a city licensing representative.
- Purchase teaching aids and equipment for the care and development of infants and toddlers.
- Submit record keeping; purchase food and complete invoices for the Child and Adult Care Food program.
- Coordinate and monitor the design, development and implementation of the IEP's.
- Plan monthly workshops for staff development and to fulfill state requirements.
- Assist supervisor in developing and facilitating activities and programs for the Extended Family Support group meetings.
- Assist the supervisor and role model facilitator in the assignment of role model/mentors to teen parents.
- Enroll infants and toddlers into the child care facility; maintain and monitor health records on infants and toddlers, volunteers and teachers.
- Keep an inventory list of supplies and equipment used by the children.
- Review lesson plans and activities to use with the children in the classroom.
- Submit B118's for repairs and other services as needed.
- Refer students to other child care centers.
- Perform other related duties as assigned.

**Experience:**

- Minimum of three years experience



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**Education:**

- Bachelor's Degree in Early Childhood Education and Care Services or a related field or equivalent capabilities

**Knowledge, Skills, and Abilities:**

- Apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**



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**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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*In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.*