

### Class Concept

This is administrative and supervisory work in managing the activities of a team of child day care program specialists (Program Consultants) who are geographically assigned to specific areas of the State. Employees function as unit-level supervisors in the Division of Child Development & Early Education and are responsible for the review and evaluation of recommendations submitted by subordinate staff regarding the operating status of child care providers. In cases where providers fail to maintain minimum standards required for licensing, employees may participate in on-site visits to gather additional information or to confirm staff recommendations. Employees assist and support the management team by providing information regarding the establishment or modification of program standards, policies and guidelines that govern the delivery of services. Work may include other related assignments as determined by appropriate management.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of community dynamics and theories of community organization.
- Considerable knowledge of basic planning principles and practices in managing human services programs.
- Thorough knowledge of general theories, practices, and principles of child development as related to child care services to include the educational, social, and cognitive needs of infants and pre-school children.
- Thorough knowledge of human service delivery systems and associated community resources which may support child care services in local settings.
- Ability to assign work and supervise subordinates in completing quarterly and annual work plans.
- Ability to exercise judgement and discretion in interpreting and applying management directives in regard to program evaluation and consultation.
- Ability to meet and deal effectively with the management team and child day care providers' staff.

#### Minimum Education and Experience

Bachelor's degree in child development, early childhood education, special education, social work, or related human services area from an appropriately accredited institution and four years of experience in a child care or related setting involving the coordination, evaluation, or administration of a comprehensive program of child care services; or an equivalent combination of education and experience.