

## DAY CARE; TRAINING SPECIALIST

### DESCRIPTION OF WORK

This is consultative and administrative work in directing the training and staff development of day care staff in a county department of social services.

Employees plan, organize, conduct, and supervise a program of orientation and in-service training for staff and other persons involved in both purchased and county operated day care facilities. In counties where special day care projects exist, employees function in this same capacity for the project, either exclusively or in conjunction with the general county day care service. Work involves consultative and administrative contacts with county day care staff, project and county social services staff, and appropriate community and educational institution staffs. Work is performed independently under supervision of the county day care services coordinator or project director. Work is evaluated on the basis of the employees' ability to respond to training needs, establish appropriate programs, and achieve success in meeting needs through evaluation of performance of those trained.

### EXAMPLES OF DUTIES PERFORMED

Studies and determines day care training needs; responds to requirements determined by supervisor in planning and formulating training activities and materials.

Leads individual training sessions, workshops, seminars, and orientations for associated persons.

Implements new training programs with approval of supervisor.

Maintains and advises on use of available educational, training and enrichment resources.

Assists others in establishing local training programs related to day care or early childhood development.

Prepares evaluative reports of training programs and makes recommendations for improvement or change.

### RECRUITMENT STANDARDS

#### Knowledges, Skills, and Abilities

Considerable knowledge of early childhood education and child development methods, principles, and techniques.

Considerable knowledge of day care theory and practice.

Skill in conducting conferences, leading discussions, and instructing training classes.

Ability to establish and maintain cooperative relationships with the public and particularly those persons closely associated with the county and/or project Day Care Program.

Ability to express oneself clearly and effectively, both orally and in writing.

#### Minimum Education and Experience

Graduation from a four-year college with a degree in early childhood education, child development special education, or a closely related field, and two years experience with young children such as in pre-school or primary grades, including at least one year in formal teaching or educational program development capacity; or graduation from a four-year college and three years of experience in day care, nursery, or kindergarten facilities, or child related social work, including at least two years in a formal teaching or educational program development capacity; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.

