



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

| | |
|--------------------------------|-----------------------|
| Position Title: | Child Care Specialist |
| Payroll/Personnel Type: | 10.5 Month |
| Job #: | 2005 |
| Reports to: | PIIP/PAT Coordinator |
| Shift Length: | 8 Hours a Day |
| Union Eligibility: | Eligible |

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 Parent Infant Interaction Program
- Partner with SLPS PAT program to coordinate and monitor the administration of the ASQ-3/ASQ-SE for infants/toddlers
- Maintain the Missouri Child Care State license and the Board of Public Service/City license for the PIIP by working with the Division of Family Services and a St. Louis 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 IEP's
- Work with the PIIP/PAT Coordinator to plan monthly workshops for staff development and to fulfill state requirements
- Assist the PIIP/PAT Coordinator in developing and facilitating activities and programs for the Group Connection meetings
- Assist the PIIP/PAT Coordinator in the assignment of role model/mentors to teen parents
- Enroll infants and toddlers into the PIIP childcare facility
- Maintain and monitor all MO State required documents 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 work orders for repairs and other services as needed
- Perform other related duties as assigned

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

Experience:

- Minimum of three years' supervisory experience



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

Education:

- Bachelor's Degree in Early Childhood Education OR related field with a minimum of 12 child-related college credits (required)

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.

Review/Approvals:

| | | | |
|-----------------|-------|----------------------|-------|
| _____ | _____ | _____ | _____ |
| Employee | Date | Immediate Supervisor | Date |
| | | | |
| _____ | _____ | | |
| Human Resources | Date | | |

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.



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