POSITION DESCRIPTION

TITLE: Early Childhood Education Specialist
LOCATION: Legacy High School
REPORTS TO: Coordinator, Legacy High School
DEPARTMENT: Early Childhood Center

SUMMARY STATEMENT:
Under the supervision of the Coordinator of Legacy High School, the Early Childhood Education Specialist is responsible to coordinate and oversee the day care center, fostering a warm, and supportive environment for children and their parents.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, children, and the general public.
2. Coordinate and oversee the day care center, fostering a warm, caring, and supportive environment for children and their parents.
3. Work with the school nurse to do developmental screening for each child.
4. Plan and implement daily developmentally appropriate activities for all children.
5. Develop and oversee the implementation of written individual plans for the care of each child.
6. Select and maintain appropriate toys, equipment and supplies.
7. Provide daily care giving to children.
8. Provide guidance, direction and information to parents and staff assistants in a supportive and respectful manner.
9. Oversee the maintenance of daily health records and a daily care giving log for each child.
10. Complete and maintain the required recordkeeping for the Department of Social and Health Services (DSHS) contract, food program, licensing, etc.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Hearing (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Sitting (33-66%)</td>
<td></td>
</tr>
<tr>
<td>Walking (Up to 33%)</td>
<td></td>
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<tr>
<td>Kneeling (Up to 33%)</td>
<td></td>
</tr>
<tr>
<td>Speaking (66-100%)</td>
<td></td>
</tr>
<tr>
<td>Standing (33-66%)</td>
<td></td>
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<tr>
<td>Bending (33-66%)</td>
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<tr>
<td>Lifting/Carrying (up to 50 lbs.) (33-66%)</td>
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</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Task</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Reading documents (66-100%)</td>
<td></td>
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<tr>
<td>Verbal Communication (66-100%)</td>
<td></td>
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<tr>
<td>Reasoning (33-66%)</td>
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<tr>
<td>Constant Interruptions</td>
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<tr>
<td>Problem Solving (33-66%)</td>
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<tr>
<td>Written Communication (33-66%)</td>
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<tr>
<td>Confidentiality (66-100%)</td>
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</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:

MINIMUM QUALIFICATIONS:
1. Must meet one of the following requirements:
   - Current Child Development Associate Certificate (CDA)
   - Early Childhood Education Degree (ECE)
   - Twenty-five (25) college credits in Early Childhood Education or Child Development.
2. Two years of recent, successful, work experience with infants and toddlers in a licensed child care setting.
3. Experience administering a licensed child care center preferred.
4. Demonstrated ability to provide leadership.
5. Demonstrated ability to communicate effectively with staff, students, and the general public.
6. Demonstrated ability to maintain confidentiality of sensitive information.
7. Must be able to obtain valid CPR/First Aid, and Food Handler's cards within 30 days.
8. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

189-190 Days Per Year (Includes Holidays)
Hrs. Per Day

PSE: ____________________________ Date: ______________

District: ____________________________ Date: ______________

Revised Date: 11/24/2004
Classification: Professional Technician (PSE) II w/25 college quarter credits in Early Childhood Education or Child Development or IV w/ Early Childhood Education Degree
Class: II or IV
Display on Web? Yes

Early Childhood Education Specialist