

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Early Childhood Specialist  
Code: 18127  
Salary Grade: 55  
FLSA Status: Non Exempt  
Department/Division: Child Development Center/Student Affairs  
Reports To: Director of Child Development Center

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## *Summary*

- Function: To care for and educate young children in a child care environment.
- Scope: Responsible for providing quality child care by developing and implementing a developmental appropriate-age program for children.

## *Duties*

- Typical:
  1. Plan and implement developmentally appropriate activities for young children; verbally interact with children during daily routines; promote positive self-esteem.
  2. Maintain orderly arrangement, appearance and learning environments within the classroom.
  3. Develop and implement daily schedules, lesson plans and classroom management techniques.
  4. Implement family style dining practices during children's mealtimes.
  5. Protect the health and safety of children; sanitize the environment as required; inspect classrooms and playgrounds for health/safety hazards; administer first aid as needed to the children.
  6. Utilize appropriate direct and indirect guidance strategies to guide behavior.
  7. Observe each child for developmental milestones; develop portfolios and records of developmental growth.
  8. Attend and participate in parent conferences, encourage daily communication of children's progress and implement learning opportunities to meet individual learning goals.
  9. Complete departmental forms that record accidents, child medication, diaper chart, Child Care Services Division, attendance, meal count, etc.
  10. Performs other duties as assigned.
- Periodic:
  1. Attend staff meetings, trainings and other work-related functions.

***Education***

<b>Required</b>	<b>Preferred</b>
A Bachelor’s Degree in any discipline with a minimum of 36 college credits in early childhood education, child development, elementary education, or early childhood special education that encompass the following: child development and learning of children birth through kindergarten, family and community relationships, observing, documenting and assessing young children; teaching and learning; and professional practices and development, including relevant field based experience.	Bachelor’s degree in Early Childhood Education, Child Development, Interdisciplinary Studies, or Child and Family.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Demonstrated knowledge of developmentally appropriate practices for young children.	N/A
Annual completion of 30 hours of child development training.	
Adult/Child/Infant Pediatric CPR and First Aid Training by the American Heart Association.	
First shot of Hepatitis B vaccination series and completion of Hepatitis B vaccination series within specified time required.	
Negative TB test.	
Knowledge of or ability to quickly learn the Texas Department of Family and Protective Services (TDFPS) Minimum Standards for a Child Care Center; Child Care Services Division Texas Rising Star; the National Association for the Education of Young Children Accreditation process.	
Criminal Background Check (CBC) through UTSA Police Department and background clearance through Texas Department of Family and Protective Services.	

***Experience***

<b>Required</b>	<b>Preferred</b>
Two years experience as a classroom teacher of young children in a child development center or other educational facility working	Two years of similar experience in a center accredited by the National Association for the Education of Young Children.

with children from birth to kindergarten age.	
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***Equipment***

<b>Required</b>	<b>Preferred</b>
Personal computer, standard office equipment and standard classroom equipment.	N/A

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Normal classroom conditions.	Occasional out of town travel.
Must be able to regularly lift 40 pounds with or without accommodation; occasionally lift 10 pounds over head with or without accommodation.	
Frequent stooping, squatting, bending, sitting, standing, crawling, dancing, rolling on the floor, and performing calisthenics.	Moves furniture and equipment which requires pushing and pulling heavy objects, up to 150 pounds.
Repetitive movements incurred during sweeping, mopping, vacuuming, wiping tables and furniture, washing dishes, etc.	

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from administrator.	Direct supervision of assigned staff and students.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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