

The University of Texas at San Antonio

Job Description

Job Title: Assistant Early Childhood Specialist
Code: 18128
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Child Development Center
Reports To: Director of Child Development Center

Summary

- Function: To care for and educate young children in a child care environment.
- Scope: Responsible for providing quality child care by assisting in the development and implementation of a developmental appropriate-age program for children.

Duties

- Typical:
 1. Assist with planning and implementing developmentally appropriate activities for young children; verbally interact with children during daily routines; promote positive self-esteem.
 2. Assist with arrangements, appearance and learning environments within the classroom.
 3. Assist with developing and implementing daily schedules, lesson plans and classroom management techniques.
 4. Assist in implementing 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. Assist in observing each child for developmental milestones; developing portfolios and recording developmental growth.
 8. Attend and participate in parent conferences as requested, encourage daily communication of children's progress and assist in implementing 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

Required	Preferred
Child Development Associate (CDA) certificate; OR one-year certificate in Early Childhood Education; OR Child Care Administrator Certificate; OR twelve higher education credits from an accredited institution in early childhood education, child development, elementary education, and/or early childhood special education, and this course work encompasses child development and learning of children birth through kindergarten.	Associate’s Degree in Early Childhood Education or Child Development.

Other Requirements

Required	Preferred
Demonstrated knowledge of developmentally appropriate practices for young children.	Knowledge of or ability to quickly learn the Child Care Services Division Texas Rising Star; the National Association for the Education of Young Children Accreditation process.
Annual completion of 30 hours of child development training.	
Adult/Child/Infant Pediatric CPR and First Aid Training by the American Heart Association.	
Negative TB test.	
First shot of Hepatitis B vaccination series and completion of Hepatitis B vaccination series within specified time required.	
Knowledge of or ability to quickly learn the Texas Department of Health & Human Services (TDHHS) Minimum Standards for a Child Care Center.	
Physical ability to regularly lift children weighing up to 50 pounds and occasionally lift 10 pounds of supplies over head with or without reasonable accommodation.	
Physical ability to daily assist in the pushing/pulling of bulky furniture for nap-time set-up and clean-up.	
Ability to frequently stoop, squat, bend, sit, stand, crawl, dance, roll on the floor, and perform calisthenics with or without reasonable accommodation.	

Criminal Background Check (CBC) through UTSA Police Department and background clearance through Texas Department of Health & Human Services.	
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Experience

Required	Preferred
Six months experience as an assistant classroom teacher of young children in a child development center, other educational facility, or equivalent caregiving duties in a regulated child-care center/educational facility serving children birth through kindergarten.	One year of experience as an assistant classroom teacher of young children in a child development center, other educational facility, or equivalent caregiving duties in a regulated child-care center/educational facility serving children birth through kindergarten.
	One year of similar experience in a center accredited by the National Association for the Education of Young Children.

Equipment

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

Working Conditions

Usual	Special
Normal classroom conditions.	Occasional out of town travel.
Must be able to regularly lift with or without accommodation; occasionally lift overhead with or without accommodation.	
Frequent stooping, squatting, bending, sitting, standing, crawling, dancing, rolling on the floor, and performing calisthenics.	Moves furniture and equipment requiring pushing and pulling heavy objects, with or without accommodations.
Repetitive movements incurred during sweeping, mopping, vacuuming, wiping tables and furniture, washing dishes, etc.	

Supervision

Received	Given
Direct from supervisor.	May supervise or assist with the supervision of assigned students.

Accuracy

Proficiency in all phases of the duties performed.

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.

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.