

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Child Development Associate

BOT Date: Nov 19, 2003

Level: K

FLSA Status: NE

Class Code: N1116

Adm. Rev:

GENERAL DESCRIPTION

Provides general supervision and management of a group of 4 to 15 children between the ages of one and five.

KEY RESPONSIBILITIES

% OF TIME

1. *	Implements the child care program in accordance with the policies and philosophy of the center.	20%
2. *	Addresses the needs of individual children with concerns for their interest, challenges, special talents, and individual learning styles.	30%
3. *	Assists in maintaining the ordered arrangement, décor and learning environment of the Center.	10%
4. *	Prepares for and conducts parent/teacher conferences.	10%
5.	Attends staff meetings and conferences. Offers ideas for programs.	10%
6.	Troubleshoots problems and offers recommendations for resolution.	10%
7.	Works with other members of the team to maintain a professional environment at all times.	10%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	H.S. Diploma or GED plus CDA Certification	
Experience:	1 to 2 years	
Planning:	Plans events that are expected to occur within a few days, or the current week. Scope of planning is unit or small group.	
Impact of Budget:	Provides incidental services indirectly related to the use or misuse of expense or revenues (i.e., data entry, record keeping, and minor equipment maintenance).	
Impact of Decisions:	Decisions and impact are normally limited to own position (i.e., children, supervisors, and student/parents).	
Complexity:	Work consists of a few repetitive duties. Tasks are restricted in scope, well defined, and clearly prescribed; standard procedures guide all work. Problems are solved by reporting them to a supervisor.	
Decision Making:	Work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.	
Problem Solving:	Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
Communications with Others:	Requires regular internal contacts within the department and periodic contacts with other departments, supplying or seeking information on non-specialized matters. External communications with others is minimal. Requires ordinary tact and courtesy.	
Supervision of Others:	Involves no responsibility or authority for the direction of other employees. Supervision is limited to children between the ages of one and five.	
Job-Related Knowledge:	Able to understand and use simple math and follow basic written or verbal instructions with a number of steps. Able to use simple hand tools or office machines.	
Innovation/Creativity:	Work requires occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.	
Working Conditions/Physical Effort:	Office, library, computer room. Typically standing, walking, stooping, bending, and crouching. Frequent lifting 25 lbs. or more.	