Child Development Series

Code No.	Class Title	Occ. Area	Prob. Period	Class Spec Effective Date	Exam Effective Date	Last Action
0497	Child Development Associate	02 Semi-Professional	6 mo.	03/15/2007	03/15/2007	Add
3474	Child Development Supervisor	02 Semi-Professional	6 mo.	03/15/2007	03/15/2007	Add

Promotional Line: 275

Series Narrative

Employees in this series supervise, develop, and/or implement programs for the development and care of pre-school children in a child care facility while providing a model program (a) to serve as a learning center for college students and/or (b) to facilitate child development research.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Child Development Associate 0497

Employees at this level participate in the implementation of the total child care program of the facility, working in cooperation with other Associates and under general supervision from higher level personnel.

A(n) Child Development Associate typically -

1. Supervises children to safeguard their health and safety.
2. Participates in planning and carries out appropriate activities promoting the intellectual, social, emotional, and physical development of the children.
3. Provides for the physical needs of the children (such as supervising feeding, dressing, naps, and other activities).
4. Maintains daily communication and cooperation with parents of children (such as child's mental and physical condition, changes in daily schedule, or child's participation in activities).
5. Participates in training and evaluation of student staff.
6. Cares for classroom equipment and materials and performs necessary housekeeping tasks.
7. Cooperates with research activities by providing information or directing the children to participate in a requested activity.
8. Participates in staff meetings with higher level personnel and works cooperatively with other staff members.

9. Substitutes for higher level personnel, if needed and qualified.
10. Performs other related duties as assigned.

Level II: Child Development Supervisor 3474

Employees at this level develop, teach, and supervise programs and activities of the facility (such as daily schedule, weekly curriculum plans, classroom supervision, and evaluation of college students), working under direction from higher level personnel.

A(n) Child Development Supervisor typically -

1. Develops programs and operational procedures that ensure the safety and well-being of the children and that promote their intellectual, social, emotional, and physical development.
2. Teaches by providing age-appropriate curriculum.
3. Supervises the implementation of the program:
    - Supervises and trains lower level employees
    - Supervises and participates in evaluation of college students who are working in the facility as part of their practical training
    - Conducts weekly curriculum planning session with staff
4. Observes the children to evaluate their developmental patterns and adjustment to the program and its activities.
5. Maintains an orderly and attractive physical environment conducive to the optimal growth and development of children.
6. Prepares and/or supervises the preparation of reports, records, and other required data (such as parent reports, funding sources, personnel records, and child's development records).
7. Participates in the planning and development of long-range goals of the facility.
8. Conducts conferences with parents regarding observations and progress of the children.
9. Keeps higher level personnel informed of the daily program, parents' concerns, supplies and equipment needs, and any problem that might arise.
10. Cooperates with professional research staff as needed.
11. Assumes responsibilities of higher level personnel, if needed and qualified.
12. Performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

Level 1: Child Development Associate **0497**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

Possession of credentials required by ~~Illinois Department of Children and Family Services~~ the State of Illinois for employment as a Child Care Worker in a licensed child care facility.

~~The Illinois Department of Children and Family Services required credentials can be reviewed at: http://www.ilga.gov/commission/jcar/admincode/089/089004070D01400R.html~~

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Physical examination as required by Illinois Child Care Act for employees in child care facilities.
2. Personal attributes required by ~~Illinois Department of Children and Family Services~~ the State of Illinois for all child care personnel.

Level 2: Child Development Supervisor **3474**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of credentials required by ~~Illinois Department of Children and Family Services~~ the State of Illinois for employment as a Child Care Worker in a licensed child care facility.
   ~~The Illinois Department of Children and Family Services required credentials can be reviewed at: http://www.ilga.gov/commission/jcar/admincode/089/089004070D01400R.html~~

- AND -

2. One of the following:
   A. Bachelor's degree in child development, education, or related fields, including 18 semester hours of credit for course work directly related to child development and/or child care**, of which 6 semester hours must be for the period from birth to age six

      OR

   B. Two years of experience comparable to that gained at the lower level of this series and 18 additional semester hours of credit for college course work directly related to child development and/or child care**

~~3.~~ **Note: Courses that cover the social, emotional, intellectual, and physical development of young children and/or courses relating specifically to the group care and education of young children; e.g., curriculum, programming, pre-school teaching methods, discipline and child management, observation of children, working with parents, health, nutrition and safety, and supervised teaching experience for which credit is earned (such as student teaching, clinical experience, or practicum).

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Physical examination as required by Illinois Child Care Act for employees in child care facilities
2. Personal attributes required by ~~Illinois Department of Children and Family Services~~ the State of Illinois for all child care personnel
3. Supervisory ability

Supplemental Information:
The required credentials by the State of Illinois for employment as a Child Care Worker in a licensed child care facility are defined in the Illinois Administrative Code, tit. 23, Subpart A, Chapter XI, Part 2008, Section 2008.140. These credentials are currently available at: https://ilga.gov/commission/jcar/admincode/023/023020080D01400R.html