

THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE CONSULTANT
(EARLY CHILDHOOD EDUCATION)

General Statement of Duties and Responsibilities

This is a management class of positions. Under administrative direction, plans, develops and directs the services of a major division of day care services in a City agency; performs related work.

Examples of Typical Tasks

Acts as chief of a major division of day care services and formulates and implements policies and procedures for carrying out the unit's activities; directs and coordinates the work of consultant staff and provides guidance and consultation services.

Represents the agency in cooperation with other governmental agencies and voluntary community organizations in establishing and improving standards of care for children away from home.

Serves as technical consultant to agency staff, as well as to the staffs and boards of day care agencies, family day care agencies, shelters and institutions, day camps and play groups.

Interprets the application of Health Code regulations with respect to day care agencies, family day care agencies and institutions, recommends changes in the Health Code and prepares necessary technical data.

Plans and conducts in-service training program for division staff.

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(continued)

Examples of Typical Tasks (continued)

Develops and directs preparation of appropriate literature and informational materials for operation of day care and day camp facilities, interested governmental and voluntary agencies and the general public.

Qualification Requirements

1. A master's degree from an accredited college with a major in early childhood education and five (5) years of full-time paid experience as the director of a school devoted largely or exclusively to nursery and/or kindergarten groups and which employs at least two licensed teachers of early childhood education, or with equivalent experience in a consultative capacity. The education background must include at least 30 semester hours in approved educational courses, of which 12 semester hours must have been in supervised student practice teaching in a nursery school, a kindergarten or in the primary grades; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college with a major in early childhood education.

Direct Lines of Promotion

From: Senior Consultant
(Early Childhood Education) (51636)

To: None