



University System of Maryland Job Class Specification

TITLE: CHILD CARE WORKER
FLSA: NONEXEMPT
EEO6: H40
IPEDS-SOC: 39-9011

JOB CODE: N02CCU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: SOC

APPROVED BY: Chancellor's Designee:
Joann Goedert, Assistant Vice Chancellor

EFFECTIVE DATE: 12/6/2012

JOB SUMMARY

Under direct supervision, assists in providing direct child care services in a child care laboratory or child care center.

PRIMARY DUTIES

1. Provides education and care of young children.
2. Assists in planning, organizing, and implementing age appropriate play activities designed to enhance the child's cognitive, emotional, and social development and to increase the child's awareness of his/her own personal health.
3. Observes children in play area to ensure their safety.
4. Assists in maintaining a safe, clean, and comfortable environment for children.
5. Monitors child care supplies including toys, books, and writing materials.
6. Trains and supervises volunteers.
7. Assists in collecting and maintaining data on children developmental progress.
8. Participates in staff meetings to discuss issues and problems regarding the child care program.
9. Provides general clerical support such as answering phones, greeting visitors, answering general inquiries, typing, scheduling appointments, and mailings.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific

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duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High-school diploma or GED.

EXPERIENCE: One year experience in child care.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Ability to communicate effectively orally and in writing. Ability to operate computers and other office equipment. Ability to care for and play with children.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or examinations to determine ability to perform the job. Applicants may be required to submit to and successfully pass a background investigation. Some positions may require a certificate in Early Childhood Development and current first aid and CPR certification.