

**CONSULTANT (EARLY CHILDHOOD EDUCATION)**  
**(HELP Program)**

**General Statement of Duties and Responsibilities**

This is a professional class of positions involved in the evaluation of nursery schools, day care facilities and programs for pre-school children. There are two Assignment Levels within this class of positions. All personnel perform related work.

**Assignment Level I**

Under general direction, evaluates pre- schools, day care facilities and programs for pre-school children; participates in program planning; provides consultation and guidance to the staff of such facilities concerning programs and practices.

**Examples of Typical Tasks**

Surveys, studies, and evaluates educational programs, equipment, practices and procedures of nursery schools, day care facilities and pre-school programs.

Makes recommendations to license pre- schools and day care centers in conformance with departmental and governmental regulations and guidelines pertaining to such facilities and programs.

Participates in professional conferences on educational activities for pre-school children.

Assists in planning and conducting training programs and workshops for the staff of day care facilities.

Interprets to the community the educational needs of children and participates in community planning to improve existing facilities and in developing new facilities, as required.

Prepares reports.

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**(HELP Program)** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

May issue notices of violations and testify before appropriate courts and tribunals regarding the enforcement of health and safety rules and regulations.

**Assignment Level II**

Under managerial direction, supervises the work of Assignment Level I Consultants and other technical consultants or specialists performing the duties described above.

**Examples of Typical Tasks**

Supervises, reviews and evaluates services rendered by the consultant staff and provides consultation on special problems confronting them; interprets policies and procedures of the agency and governmental regulations to the consultant staff and supervises their implementation; recommends changes in policies and procedures, as needed.

Reviews and approves recommendations of the consultant staff to license centers for preschool children.

Assists in coordinating the work of the Consultant (Early Childhood Education) and of various other professional disciplines concerned with pre-school programs.

Participates in community planning for the development and expansion of day care service to meet community needs; may represent the agency in the professional conferences and community meetings on childcare and day care centers.

Evaluates and approves recommendations for improving the educational programs for assigned pre-school facilities.

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**(HELP Program)** (continued)

**Assignment Level II** (continued)

**Examples of Typical Tasks** (continued)

Plans, approves and supervises the in-service training programs for the staffs of assigned pre-school facilities.

Prepares reports on staff operations, consultant services and other related areas.

In the Department of Health, serves as liaison with the partner agencies on infant day care facilities.

Evaluates needs and recommends approval of budgetary allotments for assigned day care facilities.

May issue notices of violations and testify before appropriate courts and tribunals regarding the enforcement of health and safety rules and regulations.

May be responsible for performing the duties of the supervisor in her/his temporary absence.

**Qualification Requirements**

1. A master's degree from an accredited college, including or supplemented by 12 semester hour graduate credits in early childhood or elementary education and three years of full-time satisfactory experience in one or a combination of the following:
  - (a) as the director or education director of a licensed school or a licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least two licensed teachers of early childhood education; or

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**Qualification Requirements** (continued)

- (b) as the teacher director of a licensed school or licensed program which is devoted largely to pre-school and/or kindergarten groups and which employs at least one other licensed teacher of early childhood education; or
  - (c) as a consultant in early education who evaluates such programs and/or provides expert advice for such programs; or
  - (d) as a consultant in early childhood education who evaluates such programs and/or provides expert advice for such programs in a public agency; or
2. A baccalaureate degree in education from an accredited college, including or supplemented by student teaching in early childhood education (pre-K to 2nd grade) in an acceptable licensed program in a licensed school and a master's degree in education, social work, psychology, or counseling and three years of full-time satisfactory experience as described in "1" above.

**Special Note:**

Five years of satisfactory teaching experience as a licensed teacher of early childhood education may be substituted for the three years of full-time satisfactory experience as described in "1" above.

**Requirements for Assignment Level II**

To be considered for assignment to Assignment Level II candidates must have, in addition to meeting the "Qualification Requirements" above, one additional year of the full-time satisfactory experience described in "1" above.

**NOTE:**

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into "Consultant (Early Childhood Education) (51611) as permanent competitive class employees.