

Anoka Hennepin Independent School District #11 Position Standard

Technology Specialist (D) – Child Care Specialist Technician

Responsible for Department of Human Services (DHS) licensed daycare center - providing for the care of children participating in the child care education program.

Essential Functions:

- Maintain appropriate staffing, training, scheduling, and curriculum.
- Assist with payment arrangements, County childcare assistance, and transportation.
- Interface with district, county, and state personnel to maintain compliance with State and County requirements.
- Coordinate the activities of secondary students as they work with nursery school children.

Minimum Qualifications:

- High School Diploma or equivalent.
- Two years of successful post-high school technical training -- OR -- two years of college in directly applicable courses -- OR -- four years of specialized job-related experience and must include the following:
two years of post-secondary training in child development, ability to work with preschool and high school age students, ability to perform position responsibilities.
- Preparation must include specific courses and experience as required by the Department of Human Services (DHS)** for day care center directors* in a day care program. *Title refers to DHS day care terminology and does not imply licensure, certification, or Anoka-Hennepin School District employee units. **A copy of alternative education and experience requirements is available in the Employee Services Department.
- Good written and verbal communication skills.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift a minimum of 50 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

Preferred Qualifications:

- Previous experience as a child care center supervisor preferred.

Physical Factors include:

- Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking,
hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation, and field of vision;
- Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.
- Occasional: exposure to weather when travel between district sites is required.