

UPWARD MOBILITY PROGRAM
Annotated Guide

Target Title: Day Care Licensing Representative I

Position Title Code: 11471

Salary Grade: RC-62

Credential or Certificate: Credential

Under immediate supervision, the Day Care Licensing Representative studies day care home, group day care and day care centers for children and determines whether they show reasonable compliance with minimum standards established by the Department of Children and Family Services for licensing. Work assignments are received from and reviewed by a supervisor. This position is utilized only by the Department of Children and Family Services.

Minimum Training and Experience

UMP will only pay for degree in Early Childhood Development.

Requires possession of a bachelor's degree from an accredited college or university with specialization in Childhood Development:

OR

Possession of a bachelor's degree in Social Work or Human Services (*as defined below) with 18 semester hours of directly related coursework (*see list)

OR

Possession of a bachelor's degree in a non-Human Services field with 20 semester hours of directly related (*see list) and 2 years experience in a program for children age birth to 8

OR

Possession of a bachelor's degree in any field with valid Illinois teaching certificate (Type 02 or 04) and 1 year experience in a teaching program for children age birth through grade three.

***Human Services Degrees:**

Early Childhood Development, Guidance and Counseling, Home Economics – Child Family Services, Human Service Administration, Human Services, Master of Divinity, Pastoral Care, Pastoral Counseling, Psychiatric Nursing, Psychiatry, Psychology, Public Administration, Social Science, Social Services, Sociology, and Therapeutic Recreation.

****Examples of directly related acceptable coursework (18 or 20 semester hours)(by title or content:**

Child Care, Child Care Center / Early Childhood Adm., Child Development: Implications for Practice, Child Psychology, Childhood Education, Children's Literature, Communications Techniques (work toward serving children, e.g. animated storytelling), Creative Dramatics, Cultural Diversity, Curriculum Development / Early Childhood Programs, Development Through Play, Developmental Psychology, Early Childhood Education, Educational Psychology, Exceptional Child, First Aid & Safety, Growth & Development of the Young Child, Health & Nutrition, Home Day Care Management, Human Growth & Development, Importance of Play, The Infant-Toddler Care, Interpersonal/Intergroup Relationships, Legislation & Public Policy (re: services to children & families), Management/Supervision/Staff Development, Math & Science for the Young Child, Methods of Instruction at the Pre-Primary Level, Parenting, Pediatric Nursing, Recreation for School Age Children, School-Age Programming, Screening, Assessment & Evaluation of Young Child, The Young Child, and Theory of Learning