

# DACUM Research Chart for Child Development Specialist

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Duties		Tasks				
A	<b>Organize Daily Activities</b>	A-1 Document self arrival & departure	A-2 Prepare building/room for children's arrival		A-3 Review daily information log	A-4 Greet parents & children
		B-1 Assess children's emotional needs	B-2 Offer affection to children (e.g., hug, hold)	B-3 Attend to hurt/upset children	B-4 Assist children with parental separation & re-union	
B	<b>Nurture Children</b>	C-1 Provide children opportunities for independent behaviors		C-2 Teach behavior management to children (e.g., follow rules, take turns)		C-3 Teach children basic language/comm.-unication skills
		C-9 Teach children eating skills (e.g., eating, drinking, table manners)		C-10 Encourage children to dress themselves (e.g., clothes, coats, tie shoes)		C-11 Teach children potty training skills
C	<b>Promote Life Skills Development</b>	D-1 Develop lesson plans	D-2 Promote development of children's reasoning skills (e.g., judgment)		D-3 Teach children responsibility for daily tasks (e.g., water plants, feed pets)	
		D-9 Conduct large motor activities (e.g., run, hop, skip, jump)		D-10 Provide nutrition activities for children	D-11 Provide field trip experiences for children	D-12 Assist with parent & community activities
D	<b>Provide for the Education of Children</b>	E-1 Maintain sanitary environment	E-2 Maintain first aid kits	E-3 Ensure availability of water for children	E-4 Assess health needs of children	E-5 Conduct head-to-toe assessments on children
		E-11 Facilitate quiet time (e.g., rest, nap)	E-12 Follow nutritional guidelines (e.g., menus)	E-13 Provide children nutritious meals & snacks	E-14 Provide nutrition education to parents	
E	<b>Promote Children's Health &amp; Nutrition</b>	F-1 Assess classroom for safety hazards	F-2 Maintain secure environment (e.g., visitors, parent pick-up)		F-3 Maintain required teacher/child ratio	F-4 Monitor children's safety
		G-1 Assist with enrollment procedures	G-2 Schedule staff and/or children	G-3 Orient staff	G-4 Supervise staff	G-5 Evaluate staff
F	<b>Ensure Children's Safety</b>	G-12 Process fax documents		G-13 Purchase supplies (e.g., food, cleaning, educational, office)		
		H-1 Manage budget operations (e.g., billing, taxes, payroll)		H-2 Process federal & state reports	H-3 Update program manuals	H-4 Maintain employee records
G	<b>Perform Administrative Activities</b>					
H	<b>Maintain Documentation</b>					

A-5 Prepare daily forms (e.g., attendance, sign-in & out)		A-6 Refer to lesson plan	A-7 Obtain instructional supplies	A-8 Consult with staff		
B-5 Listen to children's issues & concerns	B-6 Talk to children	B-7 Give children encouragement & praise				
C-4 Assist children in resolving conflicts	C-5 Promote children's decision-making skills	C-6 Promote children's social skill development (e.g., sharing, interaction w/children & adults)		C-7 Enhance children's ability to deal with separation anxiety	C-8 Teach children personal hygiene skills (e.g., wash hands, brush teeth)	
C-12 Encourage children to clean-up play area						
D-4 Conduct reading & language arts activities	D-5 Conduct science, math, & social studies activities		D-6 Conduct art & music activities	D-7 Teach children color, shape, & number recognition	D-8 Conduct fine motor activities (e.g., puzzles, scissors, coloring)	
E-6 Accommodate special needs of children	E-7 Perform daily hygiene tasks (e.g., wipe noses, change diapers)	E-8 Administer medications to children (e.g., oral, topical, sunscreen)		E-9 Administer first aid to children	E-10 Conduct dental health activities	
F-5 Maintain safe boundaries	F-6 Conduct safety procedures (e.g., fire drills, evacuation procedures, tornado)					
G-6 Provide mentoring	G-7 Respond to complaints, concerns, & questions	G-8 Participate in meetings (e.g., staff, parent, licensing)		G-9 Manage telephone calls	G-10 Reproduce materials	G-11 Process mail
H-5 Maintain children's records	H-6 Update child developmental checklists	H-7 Maintain daily logs (e.g., temperature, medication, behavior)		H-8 Maintain operational checklists (e.g., cleaning, attendance)	H-9 Process program reports (e.g., accidents, daily, parental)	

<b>Duties</b>		<b>← Tasks →</b>				
<b>H</b>	<b>Maintain Documentation (cont.)</b>	H-10 Maintain food program records				
<b>I</b>	<b>Pursue Professional Development</b>	I-1 Attend mandatory trainings (e.g., CPR, first aid, child abuse/neglect, food handling)	I-2 Complete annual required trainings	I-3 Determine professional performance goals	I-4 Network with colleagues	
		I-5 Participate in workshops/conferences	I-6 Conduct in-service trainings/workshops	I-7 Pursue continuing education (e.g., ACDS, CDA, AA)	I-8 Participate in professional organizations	I-9 Review professional literature

### General Knowledge and Skills

Child development theory  
 Developmental milestones  
 Interpersonal skills  
 Problem solving skills  
 Decision making skills  
 Time management skills  
 Child psychology  
 Academic disciplines  
 Basic computer skills  
 CPR/first aid procedures  
 Management/supervisory skills  
 Indications of child abuse/neglect  
 Child health, safety & nutrition  
 Working knowledge of academic disciplines  
 Developmentally appropriate activity  
 Communication skills (oral & written)  
 Initial assessment of special needs  
 Knowledge of federal, state, & local regulations

### Worker Behaviors

Efficient  
 Self-motivated  
 Flexible  
 Prepared  
 Mobile  
 Sense of humor  
 Love of children  
 Organized  
 Polite  
 Considerate  
 Punctual  
 Honest  
 Consistent  
 Loyal  
 Dependable  
 Respectful  
 Spontaneous  
 Team player  
 Competent  
 Confident  
 Able to handle stress  
 Alert  
 Empathetic  
 Sympathetic  
 Creative  
 Calm  
 Attentive to details  
 Perceptive  
 Observant  
 Focused  
 Responsible  
 Healthy

### Tools, Equipment, Supplies and Materials

Office supplies  
 Craft supplies  
 Infant supplies  
 First aid kits  
 Food  
 Kitchen supplies  
 Toys  
 Furniture  
 Playground equipment  
 Resource book  
 Appliances  
 Storage units  
 Educational supplies  
 VCR/TV  
 Computer  
 Fax copier  
 Telephone  
 Radio/CD player  
 Extra clothes

### Future Trends and Concerns

New regulations & requirements  
 Health issues  
 Public programs  
 Disaster preparedness  
 Educational requirements

### Acronyms

ACDS = Apprenticeship for Child Development Specialists  
 CDA = Child Development Associate Credential  
 AA = Associate degree