Georgia State University  

Job Specification  

Job Title: Child Development Specialist III  

BCAT Code: 09PX26  
Pay Grade: G16  
Effective Date: April 1, 2007  
Revision Date: July 1, 2013  

General Description  
Performs various duties as Lead Trainer in the Pre-Kindergarten Training Project.  

Examples of Duties  
- Designs the training for the Pre-Kindergarten Teachers.  
- Conducts training workshops for Pre-Kindergarten Teachers.  
- Conducts Georgia Statewide Academic Medical Systems (GSAMS) distance learning training sessions for Pre-Kindergarten Teachers.  
- Creates training materials.  
- Edits portfolio contents.  
- Teaches children; serves as a relief for other teachers in the Training project.  
- Performs other related duties as assigned.  

Knowledge, Skills and Abilities  
- Knowledge of accreditation and licensing regulations.  
- Knowledge of computer applications related to the area of assignment.  
- Knowledge of child development and teaching techniques.  
- Skilled in conducting training programs and workshops.  
- Skilled and ability to communicate effectively.  
- Ability to lift preschool children.  

Minimum GSU Hiring Standards  
Master’s degree in Early Childhood Education or a related field and five years experience teaching preschool children, such as experience in developing and conducting Pre-Kindergarten Teacher training and workshops.  

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.