



Licensing Specialist

The Child Care Licensing Specialist is an entry level position at the Maryland State Department of Education responsible for performing the duties and responsibilities of inspecting, licensing and monitoring child care centers, family child care homes, and non-public nursery schools to ensure compliance with child care regulations and the provision of quality child education development programs.:

- Process prospective provider applications for child care centers, family child care homes and nonpublic nursery schools to determine eligibility for licensure and/or nonpublic nursery school approval by following established office policies and procedures
- Manage caseload, including use of automated technology systems, to

determine provider compliance with applicable Code of Maryland Regulations by following OCC (Office of Child Care) policies and procedures

- Investigate complaints lodged against licensed, registered and illegal child care providers, and nonpublic nursery schools to determine the validity of allegations by following established office policies and procedures
- Complete background checks consistent with other professionals working one-on-one with young children

Minimum Required Education

- Bachelor's degree in child development, education, social work, or psychology from an accredited four-year college or university.

Desired or Preferred Qualifications

- Knowledge of procedures and practices which ensures safe and sanitary conditions

at child care facilities, child care centers and family care homes

- Skill in implementing and monitoring programs
- Develop and initiate policies and procedures and to present recommendations clearly and concisely
- Exercise good judgment and direction in the interpretation and application of division policies and procedures

Settings

- Maryland State Department of Education

Managers of Child Care Resource Centers, Local Agencies, and Nonprofit Organizations

- Recruits, screens, trains, supervises, and evaluates staff and volunteers
- Demonstrates the ability to strengthen the program's team
- Advocates for programs and policies that impact the overall quality of services for young children and their families
- Develops a fiscal business plan to reflect the program's mission, philosophy, and financial position
- Applies, evaluates, and shares knowledge and resources to further promote program planning, evaluation, and marketing

Recommended Education and Experience

- Master's degree in an early childhood related field with at least two years' relevant experience in a licensed/registered child care setting

Settings

- Child Care Resource Centers such as the Maryland Family Network (www.marylandfamilynetwork.org)
- Local agency
- Government agency
- Non-profit organization

Mental Health Consultant

The job description and requirements for a mental health consultant in early childhood education would vary according to the program with which the position is associated. Learn more about early childhood mental health and the professionals who support it at the Early Childhood Mental Health Consultation Project website,

www.marylandpublicschools.org/msde/divisions/child_care/program/ECMH.htm

- Have knowledge and experience in core issues related to early childhood, such as typical and atypical child development, emotional and behavioral health, family systems, cultural competence, and knowledge of evidence-based approaches to managing problematic behavior
- Have specialized knowledge of how young children function in group settings
- Have knowledge and qualifications that are aligned with core competencies in the state of Maryland for mental health and early childhood professionals
- Complete background checks consistent with other professionals working one-on-one with young children