

APPENDIX M SAMPLE JOB DESCRIPTIONS

[AGENCY NAME]

EXECUTIVE/CENTER DIRECTOR*** JOB DESCRIPTION

[Agency name] provides services to young children aged [age range of children care is provided for] and their families.

The Executive Director will oversee and provide leadership for the [Agency name] program. He/she will direct program planning and insure that the requirements of state licensing, CACFP requirements if applicable, and funding sources are met. The Executive/Center Director ensures the implementation of comprehensive services including early childhood education, care, and safety for children ages [age range of children care is provided for].

Major Responsibilities and Key Tasks

Program Planning and Management

- Establish mission and/or vision for the [Agency name].
- Develop and implement annual and long-range program goals and plan for achieving those goals in keeping with the mission and vision of [Agency name].
- Plan, manage, and review site budget.
- Manage the overall program operations of [Agency name], including payroll, accounts payable and receivable, billing and payment for services, purchasing, human resources, and personnel management.
- Represent [Agency name] and its programs with government agencies, private funding sources, and in the community.
- Compile and submit reports as needed to licensing, governing body, and funding agencies.
- Ensure the existence of open lines of communication and internal collaboration among staff to advance program goals.
- Maintain and refine a system of supervision and performance evaluation that promotes staff development, team work, and quality services to families.
- Ensure compliance with [State] child care licensing standards.
- Select and implement an age-appropriate curriculum and ensure that developmentally-appropriate practices are implemented and maintained throughout the program.
- Ensure effective monitoring and assessment of program services to promote staff development, team work, and quality services to families.
- Develop a marketing and recruitment plan for [Agency name].
- Implement a personal professional development plan to ensure continuous quality improvement and to help retain staff.
- Perform other duties as requested by the [Agency name] board of directors.

Qualifications

- Minimum Bachelor's degree in early childhood education or related degree as required by state child care licensing.
- Three to five years of experience in administration of an early childhood program.
- Prior program development, management, staff training, and evaluation experience.
- Must clear full background check.
- Must pass health screening.

Essential Skills/Abilities

- Extensive knowledge of principles and practices of early childhood education and family involvement.
- Knowledge of budgeting and fiscal planning.
- Ability to utilize and provide effective staff supervision.
- Ability to lead a team of professionals.
- Ability to communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Ability to gather and analyze information and write concise, accurate reports and grant applications.
- Ability to communicate with others both verbally and in writing.
- Familiarity with community culture and knowledge of community resources and services.
- Ability to lift, carry, and move center/classroom equipment and supplies up to a minimum of 40 pounds.

Reports To

[Agency name] board of directors or site owner.

Supervises

All staff.

****Larger programs may have both an Executive Director and Center Director. If you are a smaller program and the positions are combined, you may want to consider including some of the responsibilities of the Executive Director in the Center Director job description.*

[AGENCY NAME]

CENTER DIRECTOR*** JOB DESCRIPTION

[Agency name] provides services to young children aged [age range of children care is provided for] and their families.

The Center Director is responsible for the delivery of and management of direct services to children and families enrolled at [Agency name]. He/she is also responsible for the effective implementation of relationship-based services, providing leadership to center staff and complying with state regulatory guidelines. The Center Director is responsible for the development and implementation of [Agency name] operating procedures as well as assisting in the ongoing program planning and monitoring of the program.

Major Responsibilities and Key Tasks

Program Planning and Management

- Help create an environment of mutual respect and partnership between staff and parents.
- Identify and support staff in implementation of a research-based early childhood curriculum.
- Develop written program operating policies and procedures for the program, including illness and emergency procedures.
- Ensure the implementation of all [Agency name] health and safety procedures at the center.
- Monitor program implementation and outcomes. Review reports (attendance, screening/assessment results, classroom quality, etc.) regularly in order to promote continuous quality improvement.
- Approve and make purchases as necessary (food, materials, and equipment).
- Maintain communications with parents of current and prospective students through direct conversations, newsletters, and parent handbook.
- Ensure compliance with [State] child care licensing standards.
- Conduct regular supervision with program staff in order to support their work with children and families.
- Interview and hire teaching and food service staff.
- Promote mutual support and teamwork among staff.
- Monitor and address issues around staff performance and related disciplinary action.
- Develop and coordinate annual staff training plan, including onboarding training.
- Maintain student records.
- Develop school calendar.
- Provide monthly and other written reports as requested by the Executive Director.
- Represent [Agency name] with visitors and at community events.
- Implement a personal professional development plan to ensure continuous quality improvement.
- Perform other duties as assigned by the Executive Director.

Qualifications

- Bachelor's degree in early childhood education or related field as required by state child care licensing.
- Three to five years of experience in operating a child care center.
- Prior program development, management, and evaluation experience.
- Must clear full background check.
- Must pass health screening.

Essential Skills/Abilities

- Knowledge of principles and practices of early childhood education and family involvement.
- Knowledge of childcare state licensing requirements.
- Ability to utilize and provide reflective supervision.
- Ability to communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- Familiarity with community culture and knowledge of community resources and services.
- Ability to obtain infant/child first aid and CPR certification and other state requirements.
- Ability to communicate with others both verbally and in writing.
- Ability to lift, carry, and move center/classroom equipment and supplies up to a minimum of 40 pounds.

Reports To

Executive Director.

Supervises

Teachers.

Teacher aide(s).

Food service coordinator.

****Larger programs may have both an Executive Director and Center Director. If you are a smaller program and the positions are combined, you may want to consider including some of the responsibilities of the Executive Director in the Center Director job description.*

[Agency Name]

Teacher Job Description

[Agency name] provides services to young children aged [age range of children care is provided for] and their families.

The Teacher is responsible for the planning, implementation, and coordination of a comprehensive education program. The Teacher ensures that the education program is developmentally appropriate and meets the individual needs of the children.

Major Responsibilities and Key Tasks

- Plan and implement developmentally-appropriate classroom activities that will enhance the social-emotional, physical, language, and cognitive development of each child.
- Develop lesson plans with goals, objectives, activities, and outcomes for children and implement them intentionally.
- Develop and maintain an attractive and stimulating learning environment that encourages each child's independence and self-selection of activities.
- Provide opportunities for each child to develop a positive self-image and experience success.
- Observe, assess, and document each child's skills, behavior, growth, and development.
- Coordinate referrals for children with special needs or mental health needs with the Center Director.
- Assist the child and family as the child transitions in the program, from class to class, or out of the program.
- Ensure that all children are under appropriate supervision and guidance at all times.
- Maintain a clean, safe, and healthy classroom environment.
- Ensure all center policies are followed and [State] child care regulations are met.
- Schedule and meet with parents regularly about their child's progress.
- Encourage parent participation in program activities and in implementing education activities for their children at home.
- Develop effective partnerships with parents by encouraging input into all aspects of the educational program.
- Communicate with parents (informal conversations, newsletters, personal notes) regarding his/her child's involvement in classroom activities and progress towards learning goals.
- Participate in regular supervision with the Center Director.
- Provide leadership for the classroom team (e.g., plan for and lead team planning sessions, monitor teammates' observation notes and appropriate goal identification, and advocate for and support best practices in the classroom).
- Serve as a model and coach for Associate Teacher/Teacher Aide.
- Delegate responsibilities to the Teacher Aides as appropriate.
- Develop and maintain confidential educational information for each child.
- Maintain daily attendance and USDA food counts.
- Ensure the timely completion of necessary paperwork, including developmental assessments, lesson plans, newsletters, etc.
- Implement a personal professional development plan to ensure continuous quality improvement.
- Perform other duties as assigned within the scope of the job description.

Education and Experience Requirements

- Bachelor's degree in early childhood education or other degree that meets state child care licensing requirements.
- Two years of experience in early childhood group setting preferred.
- Must clear full background check.
- Must pass health screening.

Essential Skills/Abilities Required

- Knowledge of early childhood curriculum and developmentally appropriate practice.
- Ability and willingness to remain abreast of developments in the child development field to enhance professional growth and development.
- Ability to actively interact with children, including bending, kneeling, sitting on the floor, lifting, climbing, and walking.
- Knowledge of [State] childcare licensing requirements.
- Ability to work as a cooperative and supportive team member.
- Ability to communicate and cooperate with various professional and community groups.
- Ability to manage time.
- Ability to communicate with others both verbally and in writing.
- Ability to obtain infant/child CPR and first aid certification and other state requirements.
- Ability to lift, carry, and move center/classroom equipment and supplies up to a minimum of 40 pounds.

Reports To

Center Director.

Supervises

Teacher aides.

[Agency Name]

Teacher Aide Job Description

[Agency name] provides services to young children aged [age range of children care is provided for] and their families.

The Teacher Aide works cooperatively with the Teacher to plan and implement the daily education program for the children. Under the supervision of the Teacher, the Teacher Aide will ensure that the education program is developmentally appropriate and meets the individual needs of children.

Major Responsibilities and Key Tasks

- Assist in the planning and actively participate in the implementation of developmentally-appropriate classroom activities that will enhance the social, emotional, physical, and cognitive development of each child.
- Assist in the development of lesson plans with goals, objectives, activities, and outcomes for children and participate in implementing them intentionally.
- Maintain an attractive and stimulating learning environment that encourage each child's independence and self-selection of activities.
- Assist children in the smooth, daily transitions including those from home to the [Agency name] as well as between center activities.
- Ensure that all children are under appropriate supervision and guidance at all times.
- Maintain a clean, safe, and healthy classroom environment.
- Observe, assess, and document each assigned child's health, skills, behavior, growth, and development.
- Provide opportunities for each child to develop a positive self-image and experience success.
- Encourage and model self-help and good hygiene.
- Develop effective relationships with parents through regular informal conversations.
- Encourage parent participation in program activities and in implementing education activities for their children at home.
- Participate in regular supervision with primary supervisor ([Center Director/Teacher]).
- Follow all center policies and state regulations.
- Implement a personal professional development plan to ensure continuous quality improvement.
- Perform other duties as assigned within the scope of the job description.

Education and Experience Requirements

- Associate's degree (preferred) in early childhood education or child development; or high school diploma with CDA training and/or other training as required by the [State] child care licensing and QRIS systems.
- Must clear full background check.
- Must pass health screening.

Essential Skills/Abilities Required

- Ability and willingness to learn about early childhood curriculum and developmentally-appropriate early childhood practices.
- Ability and willingness to remain abreast of developments in the child development field to enhance professional growth and development.
- Knowledge of child care state licensing requirements.
- Ability to work as a cooperative and supportive team member.
- Ability to actively interact with children, including bending, kneeling, sitting on the floor, lifting, climbing, and walking.
- Ability to obtain infant/child first aid and CPR certification and other state requirements.
- Ability to communicate with others both verbally and in writing.
- Ability to lift, carry, and move center/classroom equipment and supplies up to a minimum of 40 pounds.

Reports To

[Center Director/Teacher.]

[Agency Name]

Food Service Coordinator Job Description

[Agency name] provides services to young children aged [age range of children care is provided for] and their families.

The Food Service Coordinator is responsible for the planning and production of healthy meals for the children enrolled in the [Agency name] program.

Major Responsibilities and Key Tasks

- Plan nutritious menus for breakfast, lunch, and snack according to CACFP guidelines that are low in sugar, salt, and fat.
- Prepare, cook, and deliver all meals to the classrooms.
- Order all food items and supplies.
- Ensure all required paperwork is completed according to CACFP guidelines.
- Check in all food deliveries.
- Maintain clean and sanitary work environment.
- Consult with teaching staff on nutrition projects, healthy eating habits for children, family-style meals, and/or CACFP guidelines.
- Prepare meals for parent and child or staff events at the center as requested.
- Seek parent input in the development of menus.
- Implement a personal professional development plan to ensure continuous quality improvement.
- Perform other duties as assigned.

Education and Experience Required

- High school diploma or equivalent.
- Training in quantity food preparation.
- Two or more years of job-related experience or training in child care or institutional setting.
- Valid Food Handlers card.
- Must clear full background check.
- Must pass health screening.

Essential Skills/Abilities

- Ability to adhere to a work schedule conducive to preparation of children's meals.
- Ability to make reasonable estimates.
- Ability to do math calculations.
- Ability to prepare food orders.
- Knowledge and ability to assess product quality.
- Knowledge of sanitation and hygiene.
- Ability to perform tasks independently.
- Ability to obtain infant/child first aid and CPR certification.
- Ability to stand for long periods of time.
- Ability to lift, move, and reposition objects and materials, frequently exerting force equal to lifting 25 to 50 pounds.

Reports To

Center Director.

[Agency Name]

Receptionist/Data Assistant Job Description

[Agency name] provides services to young children aged [age range of children care is provided for] and their families.

The Receptionist/Data Assistant is responsible for answering incoming phone calls, greeting visitors at the main entrance, entering data, making copies, and handling mail.

Major Responsibilities and Key Tasks

- Answer incoming calls and directs callers as necessary.
- Greet families and visitors at the main entrance.
- Enter child (attendance and CACFP) and family data as needed.
- Assist with copying, binding, and laminating requests.
- Distribute correspondence and mail.
- Create new child files and maintain records storage area.
- Assist with the assembly of materials and mailings.
- Maintain cleanliness and supplies in workroom area.
- Coordinate the use of meeting rooms.
- Implement a personal professional development plan to ensure continuous quality improvement.
- Perform other duties as assigned within the scope of the job description.

Education and Experience Required

- High school diploma and/or equivalent.
- Proficiency in MS Word, Excel, and willingness to learn and become proficient in the use of other software programs and databases.
- Previous receptionist/administrative or customer services experience required.

Essential Skills/Abilities

- Ability to answer busy phones with tact and courtesy.
- Ability to cordially greet public, staff, and students.
- Ability to maintain strict confidentiality of records.
- Usage of proper grammar and English.
- Ability to type and perform computer input with accuracy.
- Ability to establish and maintain positive working relationships with fellow staff members.
- Above average attendance and prior work record.

Reports To

Center Director.