

JOB DESCRIPRION

Director-

- 1) Hire and train new staff members
- 2) Provide training and professional development opportunities for staff
- 3) Establish policies and communicate them to staff and parents
- 4) Develop educational programs and set educational standards
- 5) Assist staff in communicating with parents
- 6) Meet with parents and staff to discuss students' progress
- 7) Establish budgets and set fees for programs
- 8) Ensure facilities are maintained and cleaned according to state regulations
- 9) Supervise preschool teachers and childcare workers

Assistant Director -

- 1) Assist the director with planning, managing, marketing, and directing a childcare program.
- 2) Teach and monitor children when needed.
- 3) Maintain center paperwork, keeping files on each child and proof of meeting government regulations.
- 4) Supervise and evaluate teachers, provide mentoring and training to help teachers improve their skills.
- 5) Work with the director and teachers to establish, evaluate, and revise curriculum.
- 6) Supervise preschool teachers and childcare workers
- 7) Help staff resolve conflicts between children

Lead Teacher -

- 1) Create fun and interactive learning experiences while serving as mentors to fellow Teachers.
- 2) Conduct specific small group educational activities.
- 3) Are caring, compassionate and love what they do!
- 4) Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.
- 5) Communicate directly with parents and prospective parents to achieve success for the child.
- 6) Maintain a fun and interactive classroom that is clean and organized.

- 7) Have countless advancement opportunities through our on-going training and expansive network of centers and brands.
- 9) Are rewarded with hugs from children and praise from parents every day!
- 10) Accurately chart and report upon the individual child's progress.
- 11) Discuss with the Achievement Coordinator any concerns that may arise about the job responsibilities re: the children when they arise.
- 12) Implements and/or supports behavioral interventions as recommended.
- 13) Alert the director or assistant director of any concerns regarding the children's health, cleanliness, or general wellbeing.
- 14) Supervise and insure the safety of the children during the school day, field trips, and at nap time (report any accident, no matter how minor, to the Achievement Coordinator immediately).

Assistant Teacher -

- 1) Learn and carry out appropriate positioning and handling techniques.
- 2) Physically prompts and assists children back to any designated area.
- 6) Interacts with children physically both on the playground and in the classroom.
- 7) Remains at an assigned playground station while outside.
- 8) Learn and carry out specific feeding techniques and procedures.
- 9) Conduct specific small group educational activities as prescribed by the Achievement Coordinator.
- 10) Carry out specific behavior management techniques as prescribed by the Achievement Coordinator.
- 11) Assist in classroom maintenance.
- 12) Supervise and insure the safety of the children during the school day, field trips, and at nap time (report any accident, no matter how minor, to the Achievement Coordinator immediately).
- 13) Alert the director or assistant director of any concerns regarding the children's health, cleanliness, or general wellbeing.
- 14) Participate in in-service training.

VPK Teacher -

- 1) Create fun and interactive learning experiences while serving as mentors to fellow Teachers.
- 2) Conduct specific small group educational activities.
- 3) Are caring, compassionate and love what they do!

- 4) Ensure the daily care of every child by following all licensing guidelines and implementing all company standards.
- 5) Communicate directly with parents and prospective parents to achieve success for the child.
- 6) Maintain a fun and interactive classroom that is clean and organized.
- 7) Have countless advancement opportunities through our on-going training and expansive network of centers and brands.
- 9) Are rewarded with hugs from children and praise from parents every day!
- 10) Accurately chart and report upon the individual child's progress.
- 11) Discuss with the Achievement Coordinator any concerns that may arise about the job responsibilities re: the children when they arise.
- 12) Implements and/or supports behavioral interventions as recommended.
- 13) Alert the director or assistant director of any concerns regarding the children's health, cleanliness, or general wellbeing.
- 14) Supervise and insure the safety of the children during the school day, field trips, and at nap time (report any accident, no matter how minor, to the Achievement Coordinator immediately).

Kitchen/Floater -

- 1) Independent
 - 2) Motivated
 - 3) implements creativity with menu planning
 - 4) Thrives in fast paced environment
 - 5) Organized
 - 6)Enjoys working around children
 - 7)Food handling experience appreciated but not required.
 - 10) Must obtain, pass and meet the requirement by Department of Children and Families Background Screening (Level II Background).
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 - 2) Physically prompts and assists children back to any designated area.
 - 6) Interacts with children physically both on the playground and in the classroom.
 - 7) Remains at an assigned playground station while outside.
 - 8) Learn and carry out specific feeding techniques and procedures.

9) Conduct specific small group educational activities as prescribed by the Achievement Coordinator.

10) Carry out specific behavior management techniques as prescribed by the Achievement Coordinator.

11) Assist in classroom maintenance.

12) Supervise and insure the safety of the children during the school day, field trips, and at nap time (report any accident, no matter how minor, to the Achievement Coordinator immediately).

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