

JOB DESCRIPTION

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. (Lesson plans are due 1 week in advance)
- 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 Director 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) Conduct assessments in a timely manner
- 14) Alert the director or assistant director of any concerns regarding the children's health, cleanliness, or general wellbeing.
- 15) Supervise and ensure the safety of the children during the school day, field trips, and at nap time (report any accident, no matter how minor, to the Director immediately).
- 16) Follow policies set forth by Little Scholars Child Development Center.

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 Lead Teacher or Director.
- 10) Carry out specific behavior management techniques as prescribed by the Director.
- 11) Assist in classroom maintenance.
- 12) Supervise and ensure the safety of the children during the school day, field trips, and at nap time (report any accident, no matter how minor, to the Director 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.
- 15) Follow policies set forth by Little Scholars Child Development Center.

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).
- 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 Director.
- 10) Carry out specific behavior management techniques as prescribed by the Director.
- 11) Assist in classroom maintenance.
- 12) Supervise and ensure the safety of the children during the school day, field trips, and at nap time (report any accident, no matter how minor, Director 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.
- 15) Follow policies set forth by Little Scholars Child Development Center.

