



# Job Descriptions

*Daycare & Preschool Positions - 2024*

## Lead Teacher

<i>Salary Range</i>	\$13 - \$15 Hourly, Full-Time
<i>Benefits</i>	Paid Training
<i>Reports to</i>	Assistant Director and Center Director

A Teacher nurtures the intellectual, physical, and emotional development of infants and children aged from 6 weeks old to 4 years old. They achieve this through instruction in fundamental language skills, engaging interactive learning activities, and ensuring overall well-being.

Teachers design programs that support the growth and development of young children, collaborating closely with parents and colleagues to ensure comprehensive care. A skilled Teacher adeptly assesses each student's individual needs, tailoring instruction to match their unique learning styles and skill levels. Maintaining strong relationships with students and parents is crucial. Ultimately, Teachers strive to create a safe, inviting, and positive learning environment for all students.

### Responsibilities:

- Facilitating children in acquiring appropriate eating, dressing, and toileting habits.
- Engaging students in intellectually stimulating activities.
- Preparing nutritious snacks or meals that adhere to dietary restrictions.
- Promptly reporting accidents or unusual behavior to supervising staff and parents.
- Monitoring children for signs of developmental delays or behavioral issues.
- Ensuring constant supervision of children and adherence to safety protocols.
- Maintaining regular communication with parents to exchange feedback.
- Participating in staff meetings to discuss children's progress.
- Keeping certifications current, including CPR and First Aid, and completing 10 hours of continuing education annually.

**Qualifications:**

- Enrollment into a two- to four-year college program in Early Childhood Education.
- Strong interpersonal and relationship-building skills.
- Capability to foster an environment prioritizing children's safety and well-being.
- Effective communication skills with both parents and children.
- Leadership, motivation, and supervision abilities with young children.
- Skill in designing daily programs that promote intellectual, emotional, and physical development.
- Familiarity with licensing regulations and relevant legislation.
- Proficiency in assessing and addressing behavioral issues.

**Teacher Assistant**

<i>Salary Range</i>	\$10 - \$12 Hourly, Part-Time
<i>Benefits</i>	Paid Training
<i>Reports to</i>	Lead Teacher, Assistant Director, and Center Director

Teacher Assistants participate in program planning and implementation in cooperation with the Lead Teacher. They should have some experience working with young children. Teacher Assistants are responsible for supporting Lead Teachers in implementing curriculum activities that foster the development of children in a safe and nurturing environment. They supervise children during activities, maintain classroom organization, and engage actively in educational and recreational tasks. Communication with children, parents/guardians, and colleagues is essential, along with adhering to daycare policies and promoting a positive classroom atmosphere. Professionalism, teamwork, and a commitment to ongoing learning in early childhood education are integral to their role.

**Responsibilities:**

- Assist lead teachers in implementing curriculum and daily activities that promote the social, emotional, cognitive, and physical development of children.
- Engage children in educational and recreational activities, including arts and crafts, music, storytelling, and outdoor play.
- Ensure the safety and well-being of all children by closely supervising them at all times.
- Help maintain a clean and organized classroom conducive to learning and exploration.
- Support children during mealtime, naptime, and restroom breaks, fostering independence and self-help skills.
- Communicate effectively and professionally with parents/guardians regarding their child's daily activities, progress, and any concerns that may arise.
- Collaborate with colleagues to plan and participate in special events, field trips, and parent-teacher meetings as required.
- Adhere to all daycare policies, procedures, and licensing regulations to ensure compliance and safety standards are met.

**Qualifications:**

- High school diploma or equivalent; college coursework in Early Childhood Education or related field preferred.
- Previous experience working with young children in a daycare, preschool, or similar setting is advantageous.
- Knowledge of child development theories and practices.
- Patience, flexibility, and a genuine passion for working with children.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- First Aid and CPR certification (or willingness to obtain upon hiring).

**Floater**

<i>Salary Range</i>	\$10 - \$12 Hourly, Part-Time
<i>Benefits</i>	Paid Training
<i>Reports to</i>	Assistant Director and Center Director

Floater help with the housekeeping, running mops, doing laundry, washing dishes, giving restroom breaks, lunch breaks, assisting teachers, and sometimes fill in a room when needed. They work as needed in all areas of the Center.

Floater are flexible and adaptable team members who can move between rooms to help out when needed. They are similar to supply teachers in schools, as they are not assigned to one location. Floater can perform a variety of tasks, including: helping with meal preparation, keeping the environment clean, supervising activities, comforting children during nap time, and providing extra care when needed.

**Responsibilities:**

- Assist Teachers and staff in various classrooms as needed to maintain appropriate staff-to-child ratios and ensure smooth daily operations.
- Monitor and engage with children during activities, playtime, meals, and transitions between activities to ensure their safety and well-being.
- Assist in implementing age-appropriate educational and recreational activities based on curriculum guidelines and children's developmental needs.
- Help with diaper changes, toileting, feeding, and naptime routines as required, following center policies and procedures.
- Offer relief and support to classroom Teachers during breaks, allowing them to attend to administrative tasks or take scheduled breaks.
- Assist in implementing special programs, events, or field trips organized by the center, ensuring all safety protocols are followed.
- Help maintain a clean and organized environment by sanitizing toys, equipment, and play areas regularly, and assisting with general tidying.

**Qualifications:**

- High school diploma or equivalent. Some centers may prefer or require coursework in early childhood education, child development, or a related field.
- Previous experience working in a daycare, preschool, or similar childcare setting is preferred. Experience with multiple age groups is beneficial.
- Knowledge of child development principles and age-appropriate activities.
- Ability to work in various classrooms and adapt quickly to changing needs and routines.
- Strong interpersonal skills and ability to work with teachers, staff, and children.
- Ability to interact with children with patience, kindness, and understanding.
- Ability to stand, bend, lift, and engage in physical activities with children.
- Understanding of safety and hygiene protocols in a childcare setting.
- Clear verbal communication skills to interact with children, parents, and colleagues.
- Ability to handle minor conflicts or challenges that may arise during the day.
- CPR and First Aid Certification (or willing to obtain it upon hiring).
- Willingness to participate in training and professional development opportunities to enhance skills in childcare and education.
- Genuine interest in working with children and contributing to their development.
- Successful completion of background checks and screenings required by state regulations.

## Substitute Teacher

<i>Salary Range</i>	\$13- \$15 Hourly, Part-Time
<i>Benefits</i>	N/A
<i>Reports to</i>	Assistant Director and Center Director

A Substitute Teacher, commonly referred to as a "Sub," steps in to instruct and oversee students when the regular teacher is unavailable. Their responsibilities encompass maintaining classroom discipline, promptly understanding and implementing lesson plans, and compiling reports to update the students' primary teacher on their progress and achievements during the absence.

### **Responsibilities:**

- Implement lesson plans from the regular Teacher to ensure a cohesive and consistent learning experience for students.
- Maintain effective classroom management to foster student engagement, reduce distractions, and uphold a positive learning atmosphere.
- Customize teaching methods to accommodate the unique needs of each student.
- Supervise students both inside and outside the classroom, including in hallways, on the playground, and in the cafeteria.
- Assign in-class and homework tasks aligned with the provided lesson plans.
- For long-term substitutes: develop lesson plans and assignments that align with the regular Teacher's previous instructional strategies.

### **Qualifications:**

- Valid and current Substitute Teacher license (if required in your state).
- Strong verbal and written communication skills in English.
- Excellent interpersonal skills.
- Capability to lead and instruct students across various age groups.
- Broad knowledge across multiple subjects.
- Adaptability to tailor plans to specific classroom settings.
- Flexibility and strong critical-thinking abilities.
- Patience in managing diverse learning environments.

## Cafeteria Coordinator

<i>Salary Range</i>	\$25,000 - \$30,000 Annually, Part-Time
<i>Benefits</i>	Paid ServSafe & Training
<i>Reports to</i>	Center Director

The Cafeteria Coordinator oversees the preparation, cooking, and serving of food and beverages at designated sites to ensure compliance with mandated nutritional standards, budget constraints, and health regulations. They supervise and evaluate food assistants, develop work schedules, and coordinate activities such as food preparation, cooking, serving, premises cleaning, and dishware washing. Additionally, they actively participate in meal preparation and cooking.

The successful candidate will be tasked with planning, preparing, and serving nutritious meals and snacks for children in our daycare facility. The Cafeteria Coordinator will ensure strict adherence to food safety regulations and dietary requirements specific to the children under our care.

### **Responsibilities:**

- Plan, prepare, and serve nutritious meals and snacks for children in the daycare facility.
- Develop monthly menus that align with the dietary requirements of our children.
- Maintain accurate records of food purchases, inventory, and expenses.
- Ensure all meals adhere to USDA Child and Adult Care Food Program standards.
- Maintain cleanliness and organization in kitchen and dining areas.
- Train and oversee kitchen staff to uphold proper food handling and safety protocols.
- Collaborate with parents and staff to address dietary restrictions and allergies.
- Monitor and ensure compliance with food safety regulations and guidelines.
- Stay informed about current trends and best practices in nutrition and child nutrition.

### **Qualifications:**

- High school diploma or equivalent required; culinary or nutrition degree preferred.
- Demonstrated experience in food service, preferably within a childcare environment.
- Understanding of child nutrition guidelines and dietary requirements.
- Effective organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Capacity to thrive under pressure in a fast-paced setting.
- Familiarity with food safety regulations and best practices.
- Capability to lift and carry items weighing up to 30 pounds.

## Maintenance Manager

<i>Salary Range</i>	TBD
<i>Benefits</i>	TBD
<i>Reports to</i>	Center Director

The Maintenance Manager ensures the school grounds are meticulously maintained. This encompasses tasks like leaf raking, tree pruning, grass cutting and trimming, and the care of lawns and green areas through watering and fertilization. Additionally, school grounds maintenance includes regular inspections for debris and litter.

The Maintenance Manager also maintains an inventory of cleaning supplies, promptly submitting purchase requests as needed. The role involves responding to repair requests such as replacing light fixtures, cleaning minor spills, and handling damaged office furniture. They may also oversee the maintenance of irrigation and sprinkler systems.

### **Responsibilities:**

- Utilize cleaning supplies and equipment to maintain a clean and professional appearance throughout the interior of the office building.
- Promptly respond to repair requests in a courteous and efficient manner.
- Maintain a comprehensive library of user manuals for office furniture and fixtures, accessible for reference as needed.
- Adhere strictly to PEEC's safety policies to promote a secure work environment for all.
- Execute routine cleaning duties according to a schedule established by the facility management team.

### **Qualifications:**

- High school diploma or equivalent.
- Ability to pass a background check.
- Demonstrated a high level of professionalism.
- Established proficiency in inventory control.
- Dependable, with availability for occasional weekend work.
- Excellent verbal and written communication abilities.
- Capability to lift objects weighing up to 25 kg.

## Administrator

<i>Salary Range</i>	\$20 - \$25 Hourly, Part-Time
<i>Benefits</i>	N/A
<i>Reports to</i>	Center Director

As the Administrator, you will play a crucial role in maintaining the financial health of Primary Early Education Center. Using both Brightwheel and Quickbooks Workforce, your primary responsibilities will include tracking and managing all child tuition payments and processing staff payroll. You will work closely with the Center Director to ensure accurate and timely financial record-keeping. Additionally, you will be responsible for assisting the Director with administrative tasks such as maintaining Brightwheel accounts, employee onboarding paperwork, and insurance.

### Key Responsibilities:

- Record and track all tuition payments from parents.
- Prepare and send out invoices and payment reminders.
- Reconcile tuition accounts and resolve any discrepancies.
- Process and manage staff payroll on a bi-weekly basis.
- Maintain accurate records of hours worked, leave, and deductions.
- Ensure compliance with applicable wage and hour laws.
- Prepare monthly financial reports, including income and expense summaries.
- Assist with budget tracking and financial planning.
- Maintain organized and accurate financial records.
- Manage accounts payable and receivable.
- Ensure adherence to financial policies and procedures.
- Assist with financial audits and provide necessary documentation.

### Qualifications:

- Proven experience as a bookkeeper or in a similar role.
- Proficiency in QuickBooks workforce.
- Proficiency in accounting software and Microsoft Office Suite (Excel, Word).
- Strong numerical and analytical skills.
- Excellent attention to detail and organizational abilities.
- Ability to maintain confidentiality and handle sensitive information.
- Good communication skills and the ability to work collaboratively with a team.
- High school diploma or equivalent required; associate degree or higher in accounting, finance, or a related field preferred.
- Previous experience in bookkeeping, particularly in a daycare, preschool, or similar environment, is a plus.