

Child Development Center

Responsible for supervising, nurturing, and caring for children typically from ages 6 weeks to 5 years old, before the child enters kindergarten. Welcomes children each day, provides meals, performs crafts and activities, changes diapers, and ensures children behave well when in contact with other children.

Group Supervisor/Head Teacher

Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.

Meet the emotional, social, physical and cognitive needs of each child

Encourage assistants to contribute to curriculum planning

Coordinate field trips

Prepare monthly plan charts

Complete bi-annual assessment of children's development

Report progress of children to parents in bi-annual reports and through parent-teacher conferences

Maintain daily open communication with parents

Keep accident reports

Maintain anecdotal records

Maintain confidentiality

Report any suspect abuse to supervisor

Arrange a classroom environment in accordance to program goals and philosophy

Maintain a safe and healthy environment

Inspect and replace damaged or lost materials

Attend inservice and staff meetings

Supervise assistants, aides and volunteers in the classroom

Keep all appropriate records such as records, attendance and time sheets.

Meet all applicable liscensing regulations

Assistant Group Supervisor/Assistant Teacher

Assist group supervisor with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.

Provide input for bi-annual assessment of children's development

Maintain daily open communication with parents

Keep accident reports

Maintain anecdotal records

Maintain confidentiality

Report any suspect abuse to supervisor

Arrange a classroom environment in accordance to program goals and philosophy

Maintain a safe and healthy environment

Inspect and replace damaged or lost materials

Attend inservice and staff meetings

Keep all appropriate records such as records, attendance and timesheets.

Meet all applicable liscensing regulations

Aide

Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.

Maintain daily open communication with parents

Maintain confidentiality

Report any suspect abuse to supervisor

Arrange a classroom environment in accordance to program goals and philosophy

Maintain a safe and healthy environment

Inspect and replace damaged or lost materials

Attend inservice and staff meetings

Keep all appropriate records such as records, attendance and time sheets.

Meet all applicable liscensing regulations

Requirements

Proven experience as a child care / daycare teacher

Excellent knowledge of child development and up-to-date education methods

Methodical and creative

Patience, flexibility and love for children

Strong communication and time management skills