

Center Director

Qualifications:

- At least 21 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the DCF approved combinations as stated in the rules book.
- Possess certificate from The Registry, verifying training requirements have been met

Duties:

- Supervise planning and implementation of center's program
- Supervise staff
- Conduct staff meetings
- Assist director in orienting new classroom staff
- Plan continuing education trainings for staff

Supervised by: Administrator

JOB DESCRIPTIONS

Duties for each of the positions may be defined by you. For example, one person may serve as both Administrator and Director, and sometimes even part-time classroom teacher.

Administrator

Qualifications:

- At least 21 years of age
- High school diploma or GED
- One year's experience as a manager **or** satisfactorily completed 1 DCF approved course in business or program administration
- One year's experience as a center director or childcare teacher in a licensed center or kindergarten **or** have satisfactorily completed 1 course in early childhood education or its equivalent.
- Possess certificate from The Registry, verifying training requirements have been met.
- Typically, but not always: The licensee will act as the Administrator.

Duties:

- Implement all state and center policies
- Report to DCF all necessary information required for licensing
- Day to day operations
- Center finances
- Maintain staff and children's files
- Hire/orient/evaluate staff; conduct criminal background checks

Child Care Teacher

Qualifications:

- At least 18 years of age
- High school diploma or GED
- Meet training and experience requirements in one of the combinations approved by DCF as stated in the rules book
- If working with Infants and Toddlers, must also have completed a course in the care of Infants & Toddlers.
- Possess certificate from The Registry, verifying training requirements have been met.
- Duties:
- Lesson plans, implementing the plans
- Supervising daily activities for classroom
- Interacting with children and parents
- Maintaining classroom in orderly and clean fashion

Supervised by: Center Director

Assistant Child Care Teacher

Qualifications:

- At least 18 years of age
- Satisfactorily completed 1 DCF-approved course or be enrolled in a training within 6 months after assuming the position.

Duties:

- Assist the childcare teacher.
- When fully meeting training requirement, may be the staff person in charge for first two, or last two, hours of the day.

Supervised by: (Lead Teacher, Director)

Cook

Qualifications: Must be at least 18 years of age and will receive 4 hours of orientation and training each year on proper food handling, kitchen sanitation and nutrition.

Duties:

- Preparing menus
- Preparing meals and snacks
- Maintaining sanitary conditions in the kitchen
- Washing and storing dishes

Supervised by: (Director