

I. Staff Qualifications

ALL STAFF MEMBERS

- Have a genuine liking for children and respect for them as individuals.
- Have a knowledge and understanding of child development and the needs of young children.
- Maintain good working relationships with parents.
Understand and support the philosophy and goals of KIDZ Creative Concepts
- Work effectively within the structure of the center.
- Maintain good working relationships with co-workers
- Have competence in and perform the duties of the position as outlined in the appropriate job descriptions(s).
- Be self-motivated in increasing his/her knowledge and skills by attending staff meeting, workshops, and reading literature related to the field of child development and interpersonal relationships.

Follow KIDZ Creative Concepts guidelines as set forth in the Parent Handbook and Staff Handbook, and parent newsletters, as well as other materials from the staff and parent bulletin boards.

DIRECTORS

Must be 21, have 60 credit hours of college credits with at least 18 hours pertaining to Early Childhood Education, thirty-nine full time (40 hour) weeks of employment in a licensed program serving 6 weeks to 6 year old children, and six approved clock hours on special needs children. Must be highly motivated and take charge individual, with the ability to lead others. Person must have First Aid/CPR certification and food/sanitation license. **Directors are to keep abreast of DCFS updates and make sure all Teachers and Teacher assistants are following DCFS standards and are meeting program goals.**

Purpose- Person will overview the day to day operations of the center and is responsible for the planning and supervision of children's activities, orientation of newly employed staff, and in service training of themselves and all other staff. The person is also responsible for all administrative duties i.e., up keep of all files, corresponding to staff and parents, monthly newsletter, making sure the classrooms are clean and sanitized, Head start paperwork is complete, food program, passionate about the growth and development of children and staff. Work toward accreditation process for our facility. Flexible hours.

Administration

1. **Be knowledgeable of day-to-day operations and be able to delegate responsibilities amongst the staff.**
2. **Assist with obtain new and maintaining current grants and other funding sources.**

3. **Ensure that the school's social media outlets (webpage, etc.) is current/ updated regularly.**
4. **Ensure that system that send parents/guardians notices (such as: school closings, etc.) is working properly and contact tech support (if not).**
5. **Monitor classroom supplies and order additional supplies as needed.**
6. Insures the preparation of policy interpretation.
7. Insures the preparation of procedure statements and manuals
8. Insures the development of record-keeping and data retrieval systems essential to effective administration and to the operation of the programs.
9. Recruit children, process applications, determine tuition, place children, set starting dates, maintain maximum enrollment. Inform parents of center policies. Maintain records of children's starting dates and termination dates. Inform bookkeeper of this data.
10. Confer with a parent who expresses a complaint or concern verbally or in writing. Meet with any parent whose child is experiencing difficulty or whose child is targeted for intervention, be it medical, educational, or psychological. Monitor communication between teachers and parents.
11. Conduct monthly meetings for all staff, provide weekly thirty minutes for director and teacher, conduct meeting for aids as needed.
12. Maintain good communication lines with other preschools in the community.

LEAD TEACHER(S)

Must be 21, have at least 60 credit hours of college credits with at least 6 credits pertaining to Early Childhood Education, thirty-nine full time (40 hour) weeks of employment in a licensed program serving 6 weeks to 6 year children, and six approved clock hours on special needs children. All staff must be highly motivated and energetic. All staff must be able to handle children, any situations and incidents that may occur. All staff should be able to lead their classroom and guide their teacher assistants, must have First Aid-CPR certification and food/sanitation license.

Purpose: Lead teachers are to make sure that the classroom is cleaned and sanitized at all times. Responsible for a specific group of children's day to day schedule and supervises all staff that is assigned to assist them. The person will act as a coordinator in the absence of the director from the center. Experience with leading a classroom, maintain a creative and interactive classroom, flexibility with hours, communication skills with parents and staff, serve as a leader for the teacher assistants, classrooms are clean and sanitized, artistic, creative, be able to crawl and interact with children on their level, be compassionate to children's feelings. Have a variety of songs, dances, art, and outdoor activities.

Key Responsibilities

1. To offer a program that meets the emotional, physical, intellectual and social needs of both the individual and the group.
2. To interact with the children and to encourage their involvement in activities.

3. To prepare a warm and safe environment that is orderly, clean, and appealing which permits the child to grow and explore.
4. To use appropriate and positive discipline and to train the aide so that discipline is consistent.
5. To plan lessons based on a curriculum outline. To provide aides with the opportunity to have input to program.
6. To observe, record, and report significant individual and group behavior.
7. To maintain all records and files.
8. To supervise, train, and evaluate aide.
9. To establish and maintain good communications with parents through monthly newsletters, monthly theme calendars, parent/teacher conferences three times a year and on a daily informal basis.
10. To keep staff informed of program goals and developments both with children, parents, and administrators.
11. To attend staff orientation, staff meetings, class programs, fun day and other functions.
12. To prepare material needed in the program.
13. **Must complete MEAL PARTICIPATION REPORTS (MPR's). MPR's must include breakfast, snacks and lunch. Please be sure that you complete this report on a daily basis for your classroom.**

CO-TEACHER/TEACHING ASSISTANT

Must be 21, have at least a high school diploma and be highly motivated with patience and passion for children. Assist the Lead teacher when expected. Person must have FIRST Aid/CPR certified. Ensure that all items in the classroom are cleaned and sanitized daily and make sure that you are following DCFS standards and meeting the goals of the program.

Co-teacher/teaching assistant- Assist all qualified staff in the supervision of an assigned group of children. Aid in retrieving materials for the children and any other tasks the lead teacher requires you to do. Must like children and can comply with all DCFS standards and program rules. Clean and sanitize classroom daily, must like art, music, movement, outdoor activities, trained in CPR/First aid, be able to get on the floor and interact with children at their level, be compassionate to the emotional needs of children. Be able to clean a kitchen and prepare food as trained.

Key Responsibilities

1. To interact, initiate and encourage the children in the activities during the day.
2. To help the children control behavior using a positive, appropriate approach; always using consistent technique.
3. To provide the nurturance but to help the children become independent.
4. To promote integral learning during snack times; to help the children learn good social skills.

5. To maintain good communication with parents and to make each parent feel at ease at the preschool.
6. To assist the teacher in planning activities for the group and to offer suggestions and information about the children.
7. To develop a cooperative and supportive attitude within the room.
8. To assist the head teacher in record keeping by assisting on observations regarding the children's health, behavior and development.
9. **Must assist with the completion of MEAL PARTICIPATION REPORTS (MPR's) on a daily basis for your classroom. MPR's must include breakfast, snacks and lunch. Please be sure that you complete this**

COOK

Purpose: To assist the school in providing a warm and nurturing environment in which the child can grow physically, emotionally, and intellectually by preparing/cooking large quantities of nutritional meals

Key Responsibilities:

- Clean and inspect galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.
 - Apportion and serve food to facility residents, employees, or patrons.
 - Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.
 - Clean, cut, and cook meat, fish, or poultry.
 - Monitor use of government food commodities to ensure that proper procedures are followed.
 - Wash pots, pans, dishes, utensils, and other cooking equipment during her shift
 - Monitor menus and spending to ensure that meals are prepared economically.
 - Plan menus that are varied, nutritionally balanced, and appetizing, taking advantage of foods in season and local availability.
 - Compile and maintain records of food use and expenditures.
- Direct activities of one or more workers who assist in preparing and serving meals.

KITCHEN AIDE RESPONSIBILITIES:

JANITOR

Must be 21, have at least a high school diploma and knowledge of how to properly clean and sanitize a commercial facility.

Personnel Policies Job Descriptions

Janitor- Ensure the facility remains clean and sanitized on a daily basis.

All persons maintaining a position with KIDZ Creative Concepts must pass a background check that includes, but is not limited to clearance through CANTS (Child Abuse and Neglect Tracking System) and drug screening.