



## Sample Job Descriptions

The following is a Sample Job Description outline. Utilize the content to assist in the creation of your own policy on your organization's letterhead.

### JOB DESCRIPTION CHILD CARE TEACHER

- Observe and monitor children's play activities
- Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.
- Instruct children in health and personal habits such as eating, resting, and toilet habits.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organize and participate in recreational activities, such as games.
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods.
- Organize and store toys and materials to ensure order in activity areas.
- Operate in-house daycare centers within businesses.
- Sterilize bottles and prepare formulas.
- Dress children and change diapers.
- Help children with homework and school work.
- Perform housekeeping duties such as laundry, cleaning, dishwashing, and changing of linens.
- Accompany children to and from school, on outings, and to medical appointments.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Care for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped.
- Sanitize toys and play equipment.
- Discipline children and recommend or initiate other measures to control behavior, such as caring for own clothing and picking up toys and books.
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention.
- **Complete the following CACFP Duties:**
  - Serve and supervise meals
  - Conduct point of service meal counts
  - Clean and sanitize all eating areas

## JOB DESCRIPTION DIRECTOR

- 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 in service 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 licensing regulations
- **Complete the following CACFP Duties:**
  - Manage all areas of CACFP
  - Approve all income affidavits
  - Complete all required recordkeeping forms
  - File monthly claims