

# JOB DESCRIPTIONS

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**ALL POSITIONS ARE SALARIED EFFECTIVE July 1, 2013**

2013 - 2014

# JOB DESCRIPTIONS

Employees are classified based on education and years of experience. Salaries are based on full-time employment.

**Non-smoking personnel preferred.**

## **President/Program Administrator**

Salary Range is \$50,000 - \$75,000 - annually:

**Masters Degree in Education Field Required**



Duties:

- Secure State & City Licenses
- Successfully carry out duties necessary to maintain NAEYC accreditation.
- Secure external funding to promote high quality child care
- Secure resources in and out of the Grand Crossing/ South Shore/Englewood Communities we serve.
- Develop Partnerships in the community
- Prepare proposals, budgets, quarterly reports, and end of the year reports for city, state, and federal funding agencies.
- **Prepare**/write curriculum needed in all programs
- Center wide Professional Development
- Monitor Program Monthly through Monthly Exit Report Form.
- On going Recruitment

Benefits

- Complete medical and operational (eye care) insurance provided @ 100%.
- Annuity participation options.





Highlighted Areas are Co-Director Duties

## Director

- ❑ The salary range is \$25,000 - \$50,000 annually:

### **Bachelors Degree Required**

## Duties:

- ❑ Implementation of curriculum goals.
- ❑ Evaluate teachers annually.
- ❑ **Daily supervision of team members.**
- ❑ Keep an incident log.
- ❑ Keep a medicine log.
- ❑ **Handle all issues not resolved by teachers**
- ❑ **Reflective Supervision Meetings**
- ❑ Administer the Preschool for All, Prevention Initiative and Head Start Programs
- ❑ **Review and implement all curriculum used at SSECLC**
- ❑ Prepare proposals for funding agencies
- ❑ Prepare Quarterly Expense Reports
- ❑ Prepare monthly billing statements
- ❑ **Schedule and conduct relevant Professional Development**
- ❑ **Schedule Monthly Parent Meetings**
- ❑ Establish community Partnerships
- ❑ **Monitor assessment deadlines so that all reports are completed in an efficient and timely manner**
- ❑ Facilitate cleanliness, sanitation, pest control, and garbage removal at physical plant
- ❑ Ongoing Recruitment

## Benefits

- ❑ Annuity Participation Option



### **Assistant Director:**

Salary is range is \$23,920 - \$32,000

**Associate of Arts - Bachelor's degree required**

- ❑ Teacher qualified
- ❑ Check email daily 7:00 - 7:30AM
- ❑ Day - Day Operations when Director/Co-Director is not available.
- ❑ Respond to received emails for Gold & Head start and forward all of them to my email ([dmjones2000@aol.com](mailto:dmjones2000@aol.com)).
- ❑ Attend mandatory COPA and GOLD meetings/Trainings
- ❑ Keep all COPA documents current/ready for Head Start inspection at all times.
- ❑ Keep teachers GOLD training current at all times
- ❑ Check each teacher GOLD entries **each Friday** and generate a report of current progress. Submit by 2:30pm each Friday. Reports due Thursdays if you know you will be off Friday or Monday morning if you left, or won't return until Monday.
- ❑ Collect monies needed to be collected from parents.
- ❑ Respond to teachers concerns or request in Directors/Co-Director's absence.
- ❑ Additional task as directed by administrator.
- ❑ Coordinate/Complete Monthly End of the Month Report
- ❑ Ongoing Recruitment

### Benefits

- ❑ Annuity participation options



### **Teacher**

Type 04- \$40,000, BA ECE - \$32,000, AA - ECE \$25,000 Teaching Assistant.  
\$19,500 - \$21,000

Duties:

- Nurture, love, and care for our children.
- Follow classroom routine daily
- Prepare and implement daily curriculum activities.
- Preparing items in advance for class projects.
- Prepare weekly lesson plans due on Thursdays for the following week. Post following weeks plans in class by end of day on Friday.

- Conduct all assessments of each child assigned, within 45 days of enrollment and three times annually. (GOLD, ASQ & ASQ: SE, ESI-R, (other assessments as required/needed).
- Communicate with parents in a timely and professional manner
- Participate in Home Visits
- Change children's diapers on regular interval if applicable.
- Prepare picture for cubbies next day after enrollment. Label children's cubbies/belongings.
- Keep classrooms clean/clutter free and safe to encourage stimulating learning environments
- Make sure all soiled belongings are put in the correct backpack by the end of each day.
- Change classrooms seasonally
- Implement an effective discipline policy
- All required reports must be completed and submitted to the Director as requested on required annual documents form.
- Continued Professional Development (Growth)
- Wear Uniforms (Smocks) daily. Wash them weekly.
- Inspect all children upon arrival and departure.
- Attend all meetings/Be a team player
- Sanitize toys weekly and log in sanitation binder
- Use calming tones with children at ALL times!
- Five after scheduled hours events:
  1. three parent/progress conferences annually
  2. two monthly parent meeting
  3. one annual staff meeting
- Decoration of hallway, center bulletin boards twice annually.
- Decoration of assigned classrooms monthly and children's work displayed weekly.

**Benefits**

- Annuity participation options



**Assistant Teacher: AA in Early Childhood or BA Required**  
**\$19,500 - \$21,000**

**Duties:**

- Assist teacher with implementation of curriculum activities/managing classroom.
- Clean and sanitize all toys and tables

- ❑ Change children's diapers on a regular basis if applicable.
- ❑ Potty training children if applicable.
- ❑ Keeping area clean at all times by sweeping and mopping when appropriate.
- ❑ Treating the children, team members, and clients in a professional manner.
- ❑ Communicating with parents in a professional and timely manner
- ❑ Other duties as needed by classroom teacher/Director
- ❑ Continued ECE Professional Development leading to teacher qualifications
- ❑ Additional task as directed by administrator.
- ❑ Inspect all children upon arrival and departure.
- ❑ Ongoing Recruitment

Benefits

- ❑ Annuity participation options



**Family Support Specialist/Case Manager**

The salary range is \$32,000 - \$40,000 annually: **Bachelors/Master's Degree in Social Work Required**

**Duties:**

- ❑ Provide comprehensive, integrated and continuous support services for families
- ❑ Develop 2-3 community partnerships annually and renew old ones. Secure Community Linkage Agreements
- ❑ Referral system for support services
- ❑ Compile and update annually community resource binder
- ❑ Monthly Group Parent Meetings
- ❑ Assist teachers with using assessments for goal and lesson planning
- ❑ Develop Individual Service Plans for families enrolled in the PI program
- ❑ Make monthly home visits/contact to all families in the program. Three visits annually **MUST** be in the home.
- ❑ Communicate with 0 -3 parents weekly
- ❑ Ongoing Professional Development
- ❑ Ongoing Recruitment

Benefits

- ❑ Annuity participation options



### Registered Nurse

The salary range is \$50 -\$75 per visit: **LPN - BA in Nursing Required (Purchased Services)**

#### Duties:

- Monitor children's medical data
- Assist families with obtaining physicals & dentals
- Develop referral system for agencies in the immediate community
- Monitor weight & height of children
- Provide Professional Development for staff
- Training for parents
- Check first aid kit twice annually for state compliance
- Work with case manager/staff in developing service plans for families



### Food Service Coordinator/Chef

The salary range is \$16,000 - \$20,000

**Current city & state food sanitation license required**

#### Duties:

- Prepare breakfast, lunch, and snacks for enrolled clients. Keep current list of all CCI candidates on the 5:00pm snack form. Review/revise monthly.
- Redbird Sippy cups are to be sanitized after each use (washed with soap and rinsed with hot water.)
- Submit new seasonal menus Oct; **March;** & **July.**
- Make corrections when monthly menu is change for any reason.
- Prepare meals for special events.
- Prepare food for Weekly Teachers meetings
- Keep a daily log of temperature of food.
- Log in and obtain o signature from Director for all fresh fruit entries when received.
- Prepare inventory reports.
- Shop for food bi-weekly and Monthly (Sam's)

- ❑ Prepare daily child count ( # of children you prepare food for daily).
- ❑ Sanitize kitchen after preparing all meals.
- ❑ Clean stove, refrigerator, cabinets monthly
- ❑ Attend annual food Service Training
- ❑ Ongoing Recruitment



### **Administrative Assistant**

The salary range is \$21,840 - \$25,000

### **Associate of Arts Required**

Duties:

- Organize tasks so that they are completed in a timely manner.
- Day-to-day operation of the center. Working knowledge regarding SSECLC policy & procedures and implementing them in a professional and orderly manner.
- Complete any & all funding agencies (CPS & Head Start) paperwork request in a timely manner so as to not delay or forfeit funding.
- Pleasant disposition displayed for all clients and staff
- Attend all meetings requested by Program Administrator
- Keep weekly staff meeting agenda, minutes, and handouts filed and current.
- Monthly redeterminations completed 3rd week in every month BEFORE they expire to prevent stop payment of benefits for lack of paperwork.
- Maintain organized files
- Enroll new students
- Orientate new parents
- Take pictures of parents and child during orientation
- Keep state required child documents current (DCFS)
- Data Entry (COPA/GOLD)
- Conduct RIF meetings and file reports in a timely manner
- Scheduling Professional Development for staff
- Monthly end of the month reports
- Schedule Monthly Field Trips
- Assignments as delegated





### **Infant Toddler Specialist/Parent Teacher Educator Supervisor**

The salary range is \$35,000 - \$50,000 per year **Bachelors Degree with Infant/Toddler Specialist Certificate Required**

#### Duties:

- Provide Supervision to Zero - Three Program
- Provide, implement, and monitor curriculum
- Review lesson plans
- Meet with families
- Observe infants/toddlers/teachers
- Review assessments and goals developed from assessments and IFSP's
- Provide "Best Practice" solutions to issues or concerns
- Assist with development of IFSP's
- Reflective Supervision with staff
- Provide PAT supervision to Family Support Specialist
- Review annual goals
- Ongoing Recruitment

#### Benefits

- Annuity participation options



### **Head Teacher: AA in Education Required**

#### Duties:

- Review Teachers job description with new staff
- Review classroom orientation with new teachers in assigned classroom
- Mentor new teachers
- Train new teachers to administer ASQ, ASQ:SE, & ESI-R's
- Develop & assist with implementing assessment schedules

- Assignments as assigned by Director
- Ongoing Recruitment
- Benefits same as teacher



### **Child Care Worker/Office Assistant**

#### **Duties:**

- Assist Lead and Assistant teacher monitor children in the 0-2 year program, 5.5 hours per day, when there are nine (7) or more children in attendance.
- Assist teacher with implementation of curriculum activities/managing classroom.
- Clean and sanitize all toys and tables
- Change children's diapers on a regular basis if applicable.
- Potty training children if applicable.
- Keeping area clean at all times by sweeping and mopping when appropriate.
- Other duties as needed by classroom teacher/Director
- Inspect all children upon arrival and departure.
- Weekly laundering of sheets when Director is out of town (Laundromat 1/2 block east of center.

#### **Office task**

- Student Enrollment
- Coping required forms needed by staff
- Collecting all data needed for End of The Month Checklist
- Correct monthly Birthday days/Physicals of children & staff, submit current copy with end of the month Checklist
- Ongoing Recruitment

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