# Daycare Job Descriptions

## Lead Teacher

Position: Full-Time or Part-Time

Reports To: Center Director

### Job Summary:

The Lead Teacher is responsible for creating a safe, nurturing, and engaging learning environment for children. They develop lesson plans, implement age-appropriate activities, and ensure compliance with daycare policies and licensing regulations. The Lead Teacher also provides guidance to teacher assistants and collaborates with families to support children's development.

### Key Responsibilities:

- Plan and implement a structured curriculum aligned with developmental milestones.

- Maintain a safe, clean, and organized classroom environment.

- Foster a positive learning atmosphere through hands-on activities and play-based learning.

- Observe and assess children's development, documenting progress and communicating with parents.

- Ensure compliance with state regulations, health, and safety policies.

- Supervise and mentor teacher assistants, delegating tasks as needed.

- Maintain open and professional communication with families, providing regular updates.

- Address behavioral challenges with appropriate classroom management techniques.

- Attend staff meetings, training, and professional development sessions.

### Qualifications:

- High School Diploma or GED required; Associate or Bachelor’s degree in Early Childhood Education (ECE) preferred.

- Child Development Associate (CDA) credential preferred.

- Minimum of 1-2 years of experience in early childhood education.

- CPR and First Aid certification (or willingness to obtain).

- Strong classroom management and communication skills.

- Passion for working with young children and fostering their growth.

## Teacher Assistant

Position: Full-Time or Part-Time

Reports To: Center Director

### Job Summary:

The Teacher Assistant supports the Lead Teacher in creating a nurturing and engaging environment for children. This role involves assisting with daily activities, supervising children, and maintaining classroom organization. Teacher Assistants also help implement lesson plans and provide individualized support to children.

### Key Responsibilities:

- Assist the Lead Teacher in implementing lesson plans and activities.

- Supervise children to ensure their safety during playtime, meals, and rest periods.

- Help maintain a clean and organized classroom environment.

- Provide individualized support to children, fostering their social and emotional development.

- Assist with diapering, toileting, and hygiene routines as needed.

- Encourage positive behavior and conflict resolution among children.

- Communicate effectively with the Lead Teacher and parents as needed.

- Attend training sessions and staff meetings to enhance childcare knowledge.

### Qualifications:

- High School Diploma or GED required.

- Experience working with children in a daycare or preschool setting preferred.

- CPR and First Aid certification (or willingness to obtain).

- Patient, nurturing, and energetic personality.

- Strong teamwork and communication skills.