



Employee Qualifications & Expectations

AppleTree & Gilden Woods Early Care and Preschools are early education facilities that provide care for children ages 6 weeks to 12 years of age. Candidates interested in employment with an AppleTree or Gilden Woods school must be professional, responsible, warm, and caring individuals who truly desire to care for and educate young children as well as meet the qualifications and expectations of the specific position in which they are interested.

Applications are accepted when there are open positions for which schools are actively looking to hire (listed in the Careers areas on individual location pages on our website) as well as when no positions are being actively hired for in the event a position that an applicant is qualified for becomes vacant.

Positions Available at AppleTree & Gilden Woods Early Care and Preschool

Lead Teachers

- Lead Infant Teacher
- Lead Toddler Teacher
- Lead Preschool Teacher
- School Age Teacher – After School Club and/or Explorers Camps

Assistant Teachers

- Assistant Infant Teacher
- Assistant Toddler Teacher
- Assistant Preschool Teacher

Support Staff

- Bus Driver
- Bus Driver/Cook
- Cook

Administration

- Program Director
- Assistant Program Director
- Curriculum Coordinator



Lead Teacher Job Description

JOB CLASSIFICATION

Teaching Staff

QUALIFICATIONS

A Lead Teacher must:

- ✓ Be at least 19 years of age
- ✓ Have a high school degree or equivalent education
- ✓ Meet Lead Caregiver requirements per the State Licensing Standards (Infant and toddler lead teachers must have 3 semester hours or 4.5 CEUs in infant/toddler development)
- ✓ Submit to various background checks including those completed through the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available for full time employment and available to work as late as 6:30 pm
- ✓ Have dependable transportation

REQUIRED EXPECTATIONS

- ✓ Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- ✓ Utilize developmentally appropriate practice and best practice methods at all times
- ✓ Be a positive role model for all care giving staff and children
- ✓ Be customer service orientated and professional
- ✓ Provide excellent customer service according to the standards of AppleTree/Gilden Woods
- ✓ Appropriately meet the requirements as listed in the dress code policy
- ✓ Complete all annual and ongoing professional development requirements

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Be the primary caregiver (when applicable)
- ✓ Assist children with activities of daily life (restroom use, diapering, hand washing)
- ✓ Appropriately supervise children while keeping them safe at all times

- ✓ Engage children in activities and play that stimulates their development
- ✓ Approach parents daily and speak with them about their child(ren)
- ✓ Creating and maintaining an environment that is clean, organized, and safe for all children
- ✓ Establish a professional level of rapport with each family in order to provide quality care and friendly service
- ✓ Supervise assistant teacher in the classroom and ensure they are following program policy and customer service expectations
- ✓ Train any assistant teacher in the classroom and direct them as to what duties need to be carried out throughout the day
- ✓ Implement curriculum and plan daily activities that are developmentally appropriate for young children
- ✓ Conduct child assessments and facilitate parent-teacher conferences
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Prepare monthly parent newsletters and weekly lesson plans according to policy
- ✓ Be responsible for AppleGrams and the daily activities pertaining to eating, sleeping, and diaper changing
- ✓ Maintain a professional self-image and project the values of the organization at all times
- ✓ Be responsible for completing the required daily and weekly nap time tasks (when applicable)

IMMEDIATE SUPERVISOR

- ✓ Lead Teachers report directly to the Curriculum Coordinator or Assistant Director with any questions or concerns they have regarding the children or center policy. If these personnel are not available at the time, they can report to the Program Director. If their questions or concerns are not taken care of to their satisfaction they may then contact the District Manager and/or Regional Director.

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Lead Teacher. All duties of the Lead Teacher position will be covered in orientation and during the “hands-on” portion of the position training.

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After School Teacher Job Description

JOB CLASSIFICATION

Teaching Staff

QUALIFICATIONS

An After School Club Teacher must:

- ✓ Be at least 18 years of age or 21 if providing transportation with company vehicle
- ✓ Have a high school degree or equivalent education
- ✓ Have at least 1 year of experience working with children and/or a certificate in early childhood education or currently working towards the completion of one
- ✓ Submit to various background checks including those completed through the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Have an awareness of the unique needs of young children and have appropriate expectations of their abilities
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available for full time employment and available to work as late as 6:30 pm
- ✓ Have dependable transportation

REQUIRED EXPECTATIONS

- ✓ Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- ✓ Utilize developmentally appropriate practice and best practice methods at all times
- ✓ Be a positive role model for all care giving staff and children
- ✓ Be warm and nurturing with children
- ✓ Be customer service orientated and professional
- ✓ Provide excellent customer service according to the standards of AppleTree/Gilden Woods
- ✓ Appropriately meet the requirements as listed in the dress code policy
- ✓ Complete all annual and ongoing professional development requirements

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Engage children in activities and play that stimulates their development
- ✓ Appropriately supervise children while keeping them safe at all times

- ✓ Assist children in the Afterschool Homework Club with homework completion
- ✓ Facilitate daily activities that are developmentally appropriate for school age children
- ✓ Maintaining an environment that is clean, organized, and safe for all children
- ✓ Establish a professional level of rapport with each family in order to provide quality care and friendly service
- ✓ Manage a large group of children utilizing appropriate classroom management techniques
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Serve snacks to children and clean up the preparation and eating areas afterwards
- ✓ Interact with parents daily and speak with them about their child(ren)
- ✓ Maintain a professional self-image and project the values of the organization at all times

IMMEDIATE SUPERVISOR

- ✓ After School Teachers report directly to the Assistant Director and/or Program Director

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Lead Teacher. All duties of the After School Teacher position will be covered in orientation and during the "hands-on" portion of the position training.

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Opening Teacher Job Description

JOB CLASSIFICATION

Teaching Staff

QUALIFICATIONS

An Opening Teacher must:

- ✓ Be at least 18 years of age
- ✓ Have a high school degree or equivalent education
- ✓ Have at least 1 year of experience working with children and/or a certificate in early childhood education or currently working towards the completion of one
- ✓ Submit to various background checks including those completed through the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Be aware of the unique needs and abilities of young children
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available for full time employment and available to work as early as 5:45 am
- ✓ Have dependable transportation

ESSENTIAL FUNCTIONS

- ✓ Complete a variety of tasks necessary to open the facility each day
- ✓ Greet children daily in a warm, welcoming way that invites them into the AppleTree/Gilden Woods community
- ✓ Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs Be a positive role model for the children in the program
- ✓ Utilize developmentally appropriate practice methods at all times
- ✓ Engaging with children at their level in activities and play that stimulates their development
- ✓ Be warm and nurturing with children
- ✓ Be customer service orientated and professional
- ✓ Appropriately meet the requirements as listed in the dress code policy
- ✓ Complete all annual and ongoing professional development requirements

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Unlocking doors
- ✓ Turning on lights
- ✓ Preparing bleach bottles according to licensing standards

- ✓ Supervising children and warmly welcoming them as they arrive
- ✓ Answering the phone according to AppleTree policy until the Program Director/Assistant Director arrives
- ✓ Maintaining the appropriate adult: child ratio in classroom
- ✓ Assisting children in transitioning to their classroom upon other teachers arrival
- ✓ Appropriately supervise children while keeping them safe at all times
- ✓ Assist children with activities of daily life (diapering, hand washing, dressing)
- ✓ Approach parents daily and speak with them about their child(ren)
- ✓ Creating and maintaining an environment that is clean, organized and safe for all children
- ✓ Establish a professional level of rapport with each family in order to provide quality care and friendly service.
- ✓ Assist the Lead Teacher in implementing curriculum and planning daily activities that are developmentally appropriate for young children.
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights
- ✓ Assist in the completion of daily sheets and the daily activities of the classroom that may pertaining to eating, sleeping, and diaper changing
- ✓ Communicate with the Lead Teacher regarding all aspects of the children's care as well as classroom management
- ✓ Relay messages to the Directors, Lead Teachers, and any other necessary staff as needed
- ✓ Maintain a professional self-image and project the values of the organization at all times

IMMEDIATE SUPERVISOR

- ✓ Opening Teachers report directly to the Assistant Director.

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of an Opening Teacher. All duties of the Opening Teacher positions will be covered in orientation and during the "hands-on" portion of training.

Signature

Printed Name

Date

Witness

Date



Assistant Teacher Job Description

JOB CLASSIFICATION

Teaching Staff

QUALIFICATIONS

An Assistant Teacher must:

- ✓ Be at least 18 years of age
- ✓ Have a high school degree or equivalent education
- ✓ Have at least 1 year of experience working with children and/or a certificate in early childhood education or currently working towards the completion of one
- ✓ Submit to various background checks including those completed through the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Have an awareness of the unique needs of infants and have appropriate expectations of their abilities
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available for full time employment and available to work as late as 6:30 pm
- ✓ Have dependable transportation

REQUIRED EXPECTATIONS

- ✓ Ensure the safety and well-being of each child by responding to their emotional, social, and physical needs as well as their educational needs
- ✓ Utilize developmentally appropriate practice and best practice methods at all times
- ✓ Be warm and nurturing with children
- ✓ Be a positive role model for all care giving staff and children
- ✓ Be customer service orientated and professional
- ✓ Provide excellent customer service according to the standards of AppleTree/Gilden Woods
- ✓ Appropriately meet the requirements as listed in the dress code policy
- ✓ Complete all annual and ongoing professional development requirements

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Engage children in activities and play that stimulates their development
- ✓ Be the primary caregiver (when applicable)

- ✓ Help facilitate daily activities that are developmentally appropriate
- ✓ Appropriately supervise children while keeping them safe at all times
- ✓ Assist children with activities of daily life (e.g., diapering, feeding, dressing)
- ✓ Approach parents daily and speak with them about their child(ren)
- ✓ Creating and maintaining an environment that is clean, organized, and safe for all children
- ✓ Establish a professional level of rapport with each family in order to provide quality care and friendly service
- ✓ Assist the Lead Teacher in implementing curriculum and planning daily activities that are developmentally appropriate
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Assist with the completion of AppleGrams and the daily activities pertaining to eating, sleeping, and diaper changing
- ✓ Communicate with the Lead Teacher regarding all aspects of the children's care as well as classroom management
- ✓ Maintain a professional self-image and project the values of the organization at all times
- ✓ Be responsible for completing the required daily and weekly nap time tasks (when applicable)

IMMEDIATE SUPERVISOR

- ✓ Assistant Teachers are under the supervision of the Lead Teacher in the classroom and report directly to Curriculum Coordinator or the Assistant Director

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of an Assistant Teacher. All duties of the Assistant Teacher position will be covered in orientation and during the "hands-on" portion of the position training.

Signature

Printed Name

Date

Witness

Printed Name

Date



Bus Driver Job Description

JOB CLASSIFICATION

Support Staff

QUALIFICATIONS

A Bus Driver must:

- ✓ Be at least 21 years of age
- ✓ Have a high school degree or equivalent education
- ✓ Have at least 1 year of experience working with children
- ✓ Have a chauffeur's license (or willing to option one immediately upon hire)
- ✓ Provide a driving record from the DMV for personnel file upon hire and annually afterwards
- ✓ Submit to various background checks including those completed through the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available to work daily and able to work the hours needed to fulfill job duties
- ✓ Have dependable transportation

REQUIRED EXPECTATIONS

- ✓ Follow all company policies regarding the transportation of children
- ✓ Appropriately supervise children while keeping them safe at all times
- ✓ Assist teachers in the classroom when necessary and when directed to do so by supervisor
- ✓ Be warm and nurturing with children
- ✓ Be a positive role model for all care giving staff and children
- ✓ Be customer service orientated and professional
- ✓ Provide excellent customer service according to the standards of AppleTree/Gilden Woods
- ✓ Appropriately meet the requirements as listed in the dress code policy
- ✓ Complete all annual and ongoing professional development requirements

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Maintaining an emergency binder for the vehicle according to AppleTree/Gilden Woods policy
- ✓ Knowing the children's names and the school that each child attends

- ✓ Driving children to/from AppleTree/Gilden Woods to/from public schools while appropriately following the requirements of the transportation procedures
- ✓ Driving the posted speed limit and following all safe driving procedures at all times
- ✓ Operating a company vehicle with safety and according to AppleTree/Gilden Woods policy
- ✓ Exercising caution at all times
- ✓ Assisting children with basic needs (e.g., buttoning coats)
- ✓ Maintaining a clean, organized, and safe vehicle
- ✓ Ensuring the vehicle is stored properly and securely each night and is ready for the next day
- ✓ Perform monthly vehicle inspections and record findings
- ✓ Utilize a curb-side pick-up method
- ✓ Follow all required safety protocols (including but not limited to head counts and phone calls)
- ✓ Interact with parents daily and speak with them about their child(ren)
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Maintain a professional self-image and project the values of the organization at all times

IMMEDIATE SUPERVISOR

- ✓ Bus Drivers report directly to the Program Director

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Bus Driver. All duties of the Bus Driver position will be covered in orientation and during the "hands-on" portion of the position training.

Signature	Printed Name	Date
Witness	Printed Name	Date



Cook/Bus Driver Job Description

JOB CLASSIFICATION

Support Staff

QUALIFICATIONS

A Cook/Bus Driver must:

- ✓ Be at least 21 years of age
- ✓ Have a high school degree or equivalent education
- ✓ Have at least 1 year of experience working with children
- ✓ Have a chauffeur's license (or willing to option one immediately upon hire)
- ✓ Provide a driving record from the DMV for personnel file upon hire and annually afterwards
- ✓ Submit to various background checks including those completed through the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Be CPR, First Aid, and Blood Borne Pathogen certified or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Possess a strong work ethic, be punctual, and have minimal absences
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Be available to work daily and able to work the hours needed to fulfill job duties
- ✓ Have dependable transportation

REQUIRED EXPECTATIONS

- ✓ Follow all safety and sanitary food preparation requirements per health code
- ✓ Follow all company policies regarding the transportation of children
- ✓ Appropriately supervise children while keeping them safe at all times
- ✓ Safely and hygienically prepare predetermined meals for children
- ✓ Assist teachers in the classroom when necessary and when directed to do so by supervisor
- ✓ Maintain a clean, organized, and safe kitchen
- ✓ Be warm and nurturing with children
- ✓ Be a positive role model for all care giving staff and children
- ✓ Be customer service orientated and professional
- ✓ Provide excellent customer service according to the standards of AppleTree/Gilden Woods
- ✓ Appropriately meet the requirements as listed in the dress code policy
- ✓ Complete all annual and ongoing professional development requirements

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Maintaining an emergency binder for the vehicle according to AppleTree/Gilden Woods policy
- ✓ Knowing the children's names and the school that each child attends
- ✓ Driving children to/from AppleTree/Gilden Woods to/from public schools while appropriately following the requirements of the transportation procedures
- ✓ Driving the posted speed limit and following all safe driving procedures at all times
- ✓ Operating a company vehicle with safety and according to AppleTree/Gilden Woods policy
- ✓ Assisting children with basic needs (e.g., buttoning coats)
- ✓ Ensuring the vehicle is stored properly and securely each night and is ready for the next day
- ✓ Perform monthly vehicle inspections and record findings
- ✓ Wash dishes and prepare snacks and meals
- ✓ Prepare occasional special snacks and meals when directed to do so by supervisor
- ✓ Order food items through an online system and shop for some food items
- ✓ Properly store delivered food items immediately upon delivery
- ✓ Interact with parents daily and speak with them about their child(ren)
- ✓ Attend and engage in occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Maintain a professional self-image and project the values of the organization at all times

IMMEDIATE SUPERVISOR

- ✓ Cook/Bus Drivers report directly to the Program Director

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Cook/Bus Driver. All duties of the Cook/Bus Driver position will be covered in orientation and during the "hands-on" portion of the position training.

Signature

Printed Name

Date

Witness

Printed Name

Date



Program Director Job Description

JOB CLASSIFICATION

Administration/Management

REQUIRED QUALIFICATIONS

A Program Director must:

- ✓ Be at least 21 years of age
- ✓ Possess a high school degree or equivalent education
- ✓ Have one of the following: a CDA with 18 semester credits in child development, a four year degree in elementary education, or a four year degree in a related child development field
- ✓ Possess a Bachelor's degree or higher in early childhood education or child development. At least 2 semester hours/credits in child care administration are also required.
- ✓ Be certified in CPR, First Aid, and Blood-Borne Pathogens or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs
- ✓ Submit to various background checks including those by the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Have a chauffeur's license or obtain upon hire and have an acceptable driving record. Provide a copy of the driving record to be included in personnel file.
- ✓ Be available as early as 6:00 am and as late as 6:30 pm

REQUIRED EXPECTATIONS

- ✓ Maintain a quality child care center that is inclusive of all children and families
- ✓ Comply with state regulations
- ✓ Comply with all AppleTree Learning Centers policies and procedures
- ✓ Be customer service orientated and self-driven
- ✓ Possess a strong work ethic and have minimal absences
- ✓ Be a professional, positive role model for all employees and children
- ✓ Interact with parents daily and speak with them about their child(ren)
- ✓ Be comfortable with computers and learning new software
- ✓ Be visible and available to parents at their convenience to listen and take appropriate action on their concerns

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Maintain all aspects associated with the day-to-day activities of running a child care center

- ✓ Make sure all state/licensing regulations and company policies and procedures are being followed related to all children in attendance at the center
- ✓ Implement best practices and developmentally appropriate practice methods
- ✓ Be responsible for communicating and establishing professional relationships with parents and employees relating to the operation of the center
- ✓ Address and make decisions about issues, questions, or concerns that arise on a daily basis
- ✓ Keep everyone informed on a daily basis of pertinent information regarding the center or the children
- ✓ Handle all daily financial matters, including but not limited to tuition payments, purchasing center supplies, and keeping record of hours for employee payroll, while maintaining a budget
- ✓ Prepare some documents relating to accounting matters
- ✓ Prepare reports, monthly newsletters, and other lists and spreadsheets
- ✓ Scheduling of all employees on a weekly basis
- ✓ Facilitate monthly training and staff meetings
- ✓ Facilitate and attend occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Interview, hire, monitor, evaluate, support, coach, and discipline staff members
- ✓ Training and supervising of the Assistant Director, including assigning duties for the Assistant Director on an ongoing basis
- ✓ Effectively resolve problems related to center management and seek appropriate assistance from the Regional Director and/or Corporate AppleTree
- ✓ Maintain administrative records for the center, including appropriate and up-to-date records of staff and children, with the help of the Assistant Director
- ✓ Ensure the confidentiality of all administrative records at all times
- ✓ Conduct center tours for parents and children before enrollment
- ✓ Ensure that parents of enrolled children and staff complete and understand all necessary forms, with the help of the Assistant Director
- ✓ Track all inquiries, convert inquiries into parent tours, and convert tours into enrollments, with the help of the Assistant Director
- ✓ Have emergency telephone numbers and be aware of the AppleTree emergency plan
- ✓ Drive children to and/or from school, when necessary
- ✓ Assist in classrooms, when necessary
- ✓ Assist with meal preparations, when necessary
- ✓ Maintain a professional self-image and project the values of the organization at all times

IMMEDIATE SUPERVISOR

- ✓ Program Directors report directly to the Regional Director and/or Owner

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of an Program Director. All duties of the Program Director position will be covered in orientation and during the “hands-on” portion of the position training.

Signature

Printed Name

Date

Witness

Printed Name

Date



Assistant Director Job Description

JOB CLASSIFICATION

Administration/Management

REQUIRED QUALIFICATIONS

An Assistant Director must:

- ✓ Be at least 21 years of age
- ✓ Possess a Bachelor's degree or higher in early childhood education or child development. At least 2 semester hours/credits in child care administration are also required. Preferably will also have a minimum of two years of experience in a licensed childcare with at least one year as a Lead Teacher or Team Leader. Must provide an official copy of college transcripts.
- ✓ Be certified in CPR, First Aid, and Blood-Borne Pathogens or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Be mentally and physically capable of caring for a large group of children alone in a classroom
- ✓ Have submitted various background checks including those by the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Have a chauffeur's license or obtain upon hire and have an acceptable driving record. Provide a copy of the driving record to be included in personnel file.
- ✓ Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs.

REQUIRED EXPECTATIONS

- ✓ Be available as early as 6:00 am and as late as 6:30 pm
- ✓ Be customer service orientated and self driven
- ✓ Possess a strong work ethic and have minimal absences
- ✓ Be a professional, positive role model for all employees and children
- ✓ Interact with parents daily and speak with them about their child(ren)
- ✓ Drive children to and/or from school, when necessary
- ✓ Assist in classrooms, when necessary
- ✓ Assist with meal preparations, when necessary
- ✓ Be comfortable with computers and learning new software
- ✓ Provide general support to the Program Director
- ✓ Assist with minor maintenance duties to help ensure the efficient operation of a quality childcare program

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Assist in all matters of day-to-day operations
- ✓ Work as liaison between support staff and the Program Director
- ✓ Handle paperwork functions in the center (e.g., roll call sheets, health appraisals, staff files, memos)

- ✓ Facilitate and attend occasional parent participate events and other events at night and/or on weekends (approximately 1 time per month)
- ✓ Conduct staff and parent meetings (staff meetings are to be held monthly)
- ✓ Assist the Program Director in the hiring, monitoring, evaluating, supporting, coaching, and disciplining of the staff
- ✓ Collect tuition, enroll children, maintain a set budget and keep receipts and records
- ✓ Handle inquiries and center tours according to policy. Convert inquires to tours and tours to enrollments.
- ✓ Implement best practices and developmentally appropriate practice methods
- ✓ Follow all corporate policies and procedures as well as state of Michigan licensing regulations
- ✓ Maintain a professional self-image and project the values of the organization at all times
- ✓ Substitute for the Program Director in the event of illness, leave or vacation
- ✓ Perform classroom observations and provide teachers/caregivers with meaningful feedback
- ✓ Supply ordering and shopping.

IMMEDIATE SUPERVISOR

- ✓ Assistant Directors report directly to the Program Director

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of an Assistant Director. All duties of the Assistant Director position will be covered in orientation and during the "hands-on" portion of the position training.

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Curriculum Coordinator Job Description

JOB CLASSIFICATION

Administration

REQUIRED QUALIFICATIONS

A Curriculum Coordinator must:

- ✓ Be at least 21 years of age
- ✓ Have one of the following: a CDA, a CDA with 18 semester credits in child development, an Associates in a child related field, a four year degree in elementary education, early childhood or a related child development field.
- ✓ At least 2 semester hours/credits in child care administration are also required.
- ✓ Be certified in CPR, First Aid, and Blood-Borne Pathogens or obtain certification upon hire
- ✓ Complete a Tuberculosis test and physical and provide a physician's documentation of both
- ✓ Submit to various background checks including those completed through the Department of Human Services, the Michigan State Police Department and FBI Fingerprinting
- ✓ Have a chauffeur's license or obtain upon hire and have an acceptable driving record. Provide a copy of the driving record to be included in personnel file.
- ✓ Be available as early as 6:00 am and as late as 6:30 pm and occasional nights and weekends

REQUIRED EXPECTATIONS

- ✓ Maintain a quality child care center that is inclusive of all children and families
- ✓ Comply with state regulations
- ✓ Comply with all AppleTree & Gilden Woods Early Care and Preschool policies and procedures
- ✓ Be customer service orientated and self-driven
- ✓ Possess a strong work ethic and have minimal absences
- ✓ Be a professional, positive role model for all employees and children
- ✓ Interact with parents when in schools and make self known to customers
- ✓ Be comfortable with computers and learning new software
- ✓ Be available to parents at their convenience to listen and take appropriate action when necessary
- ✓ Maintain a professional self-image and project the values of the organization at all times
- ✓ Supervising staff so that they maintain classroom ratio and schedules
- ✓ Communicating and establishing professional relationships with parents and employees relating to the operation of the center
- ✓ Ensuring the confidentiality of all administrative records at all times
- ✓ Helping to ensure the facility is clean and organized
- ✓ Developing a positive rapport with staff and parents at assigned child care center
- ✓ Enforcing all state licensing regulations, company policies and procedures
- ✓ Implementing best practices/developmentally appropriate practice methods

RESPONSIBILITIES AND DUTIES

Including, but not limited to, the following:

- ✓ Monitoring programming for curriculum compliance by completing classroom observations
- ✓ Collecting and reviewing all child portfolios 3 times per year for all classrooms and ensuring all contain items per child portfolio checklist
- ✓ Writing a weekly curriculum enrichment program parent/teacher memo using designated template
- ✓ Parent/Teacher conference preparations and attendance for support and curriculum demonstration
- ✓ Teach all assigned enrichment classes (i.e. STEM, Spanish, etc.) in applicable classrooms
- ✓ Monitor the child assessment observation process and portfolios and provide teacher support in this process
- ✓ Support Lead Teachers with enhancing at least 4 learning centers with additional materials that reflect the weekly theme.
- ✓ Print weekly lesson plans and reproducibles for each teacher at least 1 week prior to when the lesson will be utilized.
- ✓ Daily assisting the opening director or assistant director with ratio
- ✓ Facilitating and attending occasional parent participation events and other events that may be on nights and/or weekends
- ✓ Checking children and employees in/out on Procure
- ✓ Checking family ledgers/accounts for balances upon parent request and printing commonly requested reports
- ✓ Complete break schedules/daily plan
- ✓ Closing classrooms and combining classrooms with respect to ratios
- ✓ Opening classrooms according to best practice and with respect to ratios
- ✓ Shutting off and resetting fire alarm/system
- ✓ Knowledge of where all building keys (playground, doors, etc.) are located
- ✓ Providing, printing and explaining the most commonly requested family and employee related forms (i.e. health appraisals, emergency cards, ouchie reports, wellness reports)
- ✓ Knowledge and understanding Credit Day policy and how to provide answers to parents about their usage
- ✓ Assisting in classrooms, when necessary

IMMEDIATE SUPERVISOR

Curriculum Coordinator reports to the Program Director.

Please keep in mind that the above job description is meant to be a guideline and does not list in detail all of the job responsibilities of a Curriculum Coordinator. All duties of the Curriculum Coordinator position will be covered in orientation and during the "hands-on" portion of the position training.

Signature

Printed Name

Date

Witness

Printed Name

Date