



## **JOB DESCRIPTION**

**POSITION:** Lead Caregiver

**FLSA STATUS:** NON-EXEMPT

**FTE:** 1.0

**REPORTING RELATIONSHIP:** Early Childhood Director

### **SUMMARY:**

Under the direction of the Early Childhood Director, the Lead Caregiver will care for children who are preschool age and younger. They care for children's basic needs and help children prepare for kindergarten. The ideal candidate will demonstrate commitment to the following:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for overseeing the lesson planning, implementation, and evaluation of the preschool curriculum, program and child assessment;
- Ensure a warm, caring, and stimulating environment for children to strengthen self-esteem and independence and develop physical, cognitive, emotional and social skills;
- To be actively engaged with the children throughout the classroom, gymnasiums, and playground spaces;
- Communicate and meet with each child's parent regarding their child's assessment/observations twice a year
- Responsible for being a positive mentor and coach to aides, caregiving staff, or volunteers for a specific group of children;
- Supervise and monitor the safety of all children in their care;
- Help children keep good hygiene, such as clean hands, faces, and change soiled clothes
- Develop a daily routine which follows curriculum and licensing guidelines during entire program
- Fill out any and all incident/accident/medication reports as needed per each child
- Be familiar and watch for signs of emotional or developmental concerns in children and bring any concerns to the attention of the Early Childhood Director;
- Keep records of children's progress, interest and assessments;
- Use age appropriate activities in all of the following learning areas in the classroom required by the preschool curriculum and licensing department: Large & Small Muscle, Sensory Exploration, Social Interaction and Dramatic Play, Discovery and Exploration in Science and Math, Creative Experiences through Art, Music and to use storytelling and rhyming to increase language vocabulary in Literacy Awareness;
- Improve children's social skills by demonstrating age appropriate positive conflict resolution techniques to help a child learn self-regulation skills in working through any social interaction with others, always using best practices of supports;
- Follow proper positive discipline methods based on rule R400.8140 from the State of Michigan, Bureau of Children and Adult Licensing

- To use the time clock system to punch in and out within 5 minutes of approved work schedule, any additional time needs to be approved by the Early Childhood Director
- Keep all Professional Development current with the district and Early Childhood Services Department through Safe School, MiRegistry, QRIS, and Licensing Regulations through the State of Michigan
- Personal cell phones are not to be used during company time as there are walkie talkies, classroom phones, classroom clocks and emergency communication procedures put in place for staff to use
- The use of technology will follow the State of Michigan guidelines for learning/academic use only; no personal use of technology is permitted
- Develop and promote parent/guardian outreach opportunities for involvement in the program, district and community events
- Participates in district and school initiatives, adheres to building and district school improvement plans;
- Adheres to, interprets and implements all district policies, administrative guidelines and State of Michigan licensing regulations and procedures;
- Conducts behavior to demonstrate collegiality and professionalism;
- Regular and reliable attendance is an essential job function;
- Keep in confidence student records and information as required under FERPA;
- Performs other duties as assigned by the Early Childhood Director

#### **SUPERVISORY RESPONSIBILITIES:**

Supervises preschool age or younger children.

#### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **EDUCATION and/or EXPERIENCE:**

- Must be at least 19 years of age.
- Have a high school diploma or GED.
- Lead Caregivers shall meet 1 of the following qualifications:
  - Bachelor's degree or higher in early childhood education, child development, or a child-related field.
  - Associate's degree or higher in early childhood education or child development
  - Montessori credential with 480 hours of experience.
  - Valid child development associate credential with 480 hours of experience.
  - High school diploma/GED with 12 semester hours of coursework in Early Childhood Education, Child Development, or a Child-Related Field and 960 hours of experience.
  - High school diploma/GED with a combination of 12 semester hours and/or 18 CEUs to equal 180 clock hours of coursework in Early Childhood Education, Child Development, or a Child-Related Field with 1,920 hours of experience.
  - High school diploma/GED with a combination of 6 semester hours and/or 9 CEUs of coursework in Early Childhood Education, Child Development, or a Child Related Field with 3,840 hours of experience.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Applicants must satisfactorily pass a criminal background check as defined by the State of Michigan.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of records administration and maintenance techniques and procedures;
- Knowledge of productivity applications such as Microsoft Office (word processing, Google, email, etc. is required);
- Skills to effectively communicate with a variety of stakeholders, both orally and in writing;
- Skills necessary to integrate and utilize district technology on a daily basis to maintain proficiency, as required skill sets change with technology and or the needs of the district;
- Skills in the use of computer technology for research, data management, communications and other instruction in a networked environment utilizing the Internet and other electronic communication mechanisms;
- Ability to set and meet goals evaluated through ongoing and annual Administrator feedback and achievement of objectives and agreed upon professional/personal goals;
- Ability to work collaboratively with internal and external contacts;
- Ability to define problems, collect data, establish facts and draw valid conclusions.

## **TERMS:**

The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The contract, salary and other employment conditions will be mutually agreed upon by the Board of Education and the Romeo Education Association.

## **REASONABLE ACCOMMODATION:**

The ADA defines “reasonable accommodation” as a change or adjustment to a job or work environment that allows a qualified individual with a disability to satisfactorily perform the essential functions of a particular job, and does not cause an undue hardship for the employer. Examples of reasonable accommodations may include: Additional modifying equipment or devices; modified work schedules; providing an interpreter; or making the work environment readily accessible to individuals with disabilities.

## **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell. The employee is often required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The ability to travel to other buildings and training may be required. The position requires the individual to sometimes work irregular or extended work hours and meet multiple demands from several people.

## **ENVIRONMENTAL ADAPTABILITY:**

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day. The employee is frequently required to interact with the public and other staff. The employee is exposed to infections at a greater risk than the average person. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this position.

## **FUNCTIONS OF JOB DESCRIPTION:**

This job description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and ability as well as the acceptable experience

and training for the position. The job description is not an exhaustive list of all functions that the employee may be required to perform and the employee may be required to perform additional functions. This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the duties of employees under supervision. Romeo Community Schools retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this job description in its sole judgment. This job description is not a contract for employment.

### **EEO STATEMENT**

Romeo Community Schools is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The district will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment of any basis prohibited by law. Improper interference with the ability of Romeo Community Schools employees to perform their job duties may result in discipline up to and including discharge. Concerns or questions should be filed with the Office of Employee Services.

"The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district."

"I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined above, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Employee Services Department."

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Employee Signature

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Date

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Employee Services Signature

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Date

08/12/2019