

LEAD CHILDCARE PROVIDER

Responsible for the general supervision and management of program activities; planning and executing the educational program in accordance with the purpose and goals of Project One Love Inc and state regulated guidelines.

Education and Experience Requirements:

- › High School diploma
- › Preferred CDA Certification
- › Current annual state trainings
- › Minimum of 2 years in a childcare setting.

Qualifications:

- › Professionally prepared as an instructor of young children, especially in the field of early childhood education and/or child development.
- › Meeting the requirements of licensing agencies and accrediting organizations.
- › Able to work effectively with multiple staff members, balance and prioritize multiple requests.
- › Sensitive to the needs of young children and familiar with early childhood theory and practice.

Skills:

- › Required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- › Extensive knowledge of developmentally appropriate practices in early childhood
- › Ability to develop rapport with children, parents, and co-workers
- › Strong leadership qualities and skills
 - Ability to develop a high-quality, age appropriate curriculum to successfully engage children and foster social, emotional, cognitive, and physical development
- › Strong group management skills with children
- › Effective organizational and planning skills
- › Effective interpersonal skills
- › Ability to conform to an established work schedule
- › Ability to communicate in a concise and effective manner
- › Ability to understand and follow instructions precisely
- › Ability to exercise tact, discretion and confidentiality

Compensation: \$10/hr

› **Continued on Pg. 2 (Below)**

LEAD CHILDCARE PROVIDER (Continued)

Principal Duties and Responsibilities include, but are not limited to:

- > Supervise upkeep of all education equipment and materials in assigned areas
- > Maintain basic records of each child's growth and development to review with supervisor and parents
- > Work with parents to promote understanding of their child's growth and development; encourage parents participation in school programs; attend parent group and Center functions
- > Conduct regular formal and/or informal parent/teacher conferences on each child's school adjustment, classroom behavior, and developmental progress
- > Effectively train, supervise, and utilize lead providers, assistants and primary floaters
- > Supervise all activities to ensure safety at all times
- > Contribute to staff in-service training by planning, leading, or assisting in a workshop presentation or by developing resources
- > Conduct exit interviews

Physical Requirements Must have the ability to:

- > Lift up to 40 lbs. • Repetitive bending, stretching, and stooping
- > Have mobility required to ensure the safety of the children
- > Work with children on the floor
- > Work outdoors in any variety of weather
- > Fully capable to have visual or hearing capabilities consistent with licensing safety requirements
- > Perform light duty cleaning
- > Light typing and work processing