



“Where Each Child’s Well-Being Is Our Main Concern”

Site Director Designee / Head Teacher:

He / She shall report to at least one Officer of the Sponsoring Organization.

Duties: Responsible for all facets of Day-to-Day Operation (Not limited to below description)

1. Ensure all Daycare binders that relate to daily operation are up-to-date and keep in good order,
2. Ensure compliance is met at all levels:
 - Office of Licensing Compliance Binder,
 - Health and Safety / Board of Health Binder,
 - Child and Adult Care Food Program Binder,
 - Summer Camp Binder,
 - Resource Binder for Parents/Staff,
3. Ensure all staff documents/ trainings are complete and up to date,
4. Ensure all children’s folders are complete and up to date,

REMARK: Any time licensing from any agency steps in, be prepared to answer and verify what it is asked by using any of above binders. Nothing should be removed. However, copy can be made solely for intended purpose.

5. Ensure Teachers/Teacher’s Aide (TA’S)/ Providers/Volunteers participate at provided trainings,
6. Ensure all members of staff keep up with mandated trainings (On/Off Site),
7. Ensure all members of staff give best and quality care to every child, observe to fidelity curriculum of choice, follow daily schedule, maintain classroom management and impeccable sanitary conditions, prepare lesson plan, use age-appropriate materials, keep children engage, collect daily anecdotes on every child in respective classroom, complete each child Profile Report, and conduct Parent/Staff meeting,
8. Ensure that “Guided Tour” to potential client is professionally delivered with accurate information using either: Parent’s Handbook and/or Enrollment Packet as reference –
9. Ensure that Tour schedule should be between the hour (05:00 – 05:30pm or 05:30 – 06:00pm Tuesdays/Thursdays),
10. Ensure that all information on children and their parents are entered in the SmartCare System and kept confidential same as all staff members,
11. Ensure that all meals are recorded at “Point of Service”,
12. Ensure that all swipes are entered correctly,
13. Ensure that all Payments & Fees are collected Timely “Prior Service Rendered”,
14. Ensure that monthly Fire Drill is scheduled, conducted, and recorded,
15. Ensure that all Theme Projects are timely prepared and delivered,
16. Ensure that meals are prompted, prepared, and served “On Time”,
17. Ensure that all staff members are attired to serve the meals,
18. Ensure that proper procedures, policies, and regulations are always followed,
19. Ensure that phone calls, e-mails are professionally and courteously answered, responded to in timely fashion.
20. Ensure that all supplies are recorded, replenished, and reported accurately,

21. Ensure, and promote Parents' Awareness Trainings, Participation, and engagement,
22. Ensure that parents are encouraged to participate in Surprise Reader's List,
23. Ensure that all staff and children are ready and well prepared for all Events,
24. Ensure that Curriculum and Schedules are understood, observed, delivered, and recorded for future meeting/reference etc.

PS: Designee must keep up with all trainings, attend conferences, classroom monitoring, technical support and staff evaluations, grant seeker, implicate in latest initiative such as Grow NJ Kids, and complete projects to satisfaction.

Your Signature: _____.

Date: _____

PS. Submit your resume as an attachment.