

Greenforest--McCalep Christian Early Learning Center

Job Description

Position Title: Nurse

Responsible To: Director, Early Learning Center

Spiritual Standards:

- Must be a Christian with high integrity and possess the ability to provide loving instruction to children.
- Must be a member of a local Church.

General Qualifications:

- Experience in caring for children ages 6 weeks and up
- Maturity and sensitivity which enables one to relate well to children as well as adults
- Organizational skills
- Knowledge of Biblical principles

Basis Function:

- Responsible for the timely and safe administering of medication to children ages six (6) weeks and up
- Responsible for overseeing the care of injured and ill children ages six (6) weeks and up

Responsibilities:

- Maintain professional attitude and loyalty to the Center at all times
- Maintain a professional appearance at all times
- Treat all children and staff with dignity and respect
- Adhere to state and local regulatory agencies= daycare policies
- Adhere to policies and procedures for all staff members
- Maintain current Board of Health mandated Certificates of Immunizations for all enrolled children
- Administer medications in accordance to Center policies
- Administer aid to injured and ill children in accordance to Center policies
- Maintain documentation of all contact with students
- Maintain documentation of all medication given to children
- Responsible for contacting parents of injured and ill children
- Complete all necessary and required forms in accordance to Center policy as it relates to medication, injury and illness
- Monitor and maintain first aid kits/supplies for classrooms and nurse=s station
- Participate in and attend recommended training programs, conferences and courses
- Other responsibilities as they relate to effective job functioning

Greenforest-McCalep Christian Early Learning Center

Job Description

Position Title: Child Care Provider

Responsible To: Director
Early Learning Center

Spiritual Standards:

- Must be a Christian with high integrity and possess the ability to provide loving instruction to children.
- Must be a member of a local Church.

General Qualifications:

- Associate' s degree in Early Childhood Education/Development, or a CDA license preferred; a combination of training and experience that provides the required knowledge and skills may be substituted.
- Experience in teaching and caring for infants, toddlers and preschoolers
- Maturity and sensitivity which enables one to relate well to children as well as adults
- Organizational skills
- Knowledge of Biblical principles

Basis Function:

- Responsible for the general supervision and management of a class of children between the ages of six (6) weeks through 4 years.
- Responsible for maintaining a healthy, safe and Christian environment in the classroom.
- Responsible for communicating effectively with staff, parents and students

Responsibilities:

- Maintain professional attitude and loyalty to the Center at all times
- Maintain a professional appearance at all times
- Treat all children and staff with dignity and respect
- Adhere to state and local regulatory agencies= daycare policies
- Adhere to policies and procedures for all staff members
- Help children become aware of their roles as integral members of a group
- Must be willing to teach Biblical principles and exemplifying Christian behavior at all times
- Supervise and implement the instructional program for the class in accordance with policies and needs of the children
- Supervise and care for a group of infants, toddlers or preschoolers
- Cooperate with the assigned lead teacher in planning activities and implementing the instructional program
- Conduct parent conferences on children=s school adjustment and classroom behavior

- Establish orderly arrangement, appearance, decor and learning environment of the classroom.
- Share in joint housekeeping responsibilities of the staff
- Attend staff meetings, PTO meetings, and required school functions
- Participate in and attend recommended training programs, conferences and courses
- Other responsibilities as they relate to effective job functioning