

Daycare Staff Job Descriptions

We are a church based, Christian, child development center specializing in early childhood education and after school tutoring. The demand for our services is outpacing our ability to hire qualified staff. We need to double our current staff to meet the demand.

We have the following openings: each position will work with one of our current staff to learn our procedures.

Infants (6 weeks to 1 year) – one, possibly two positions

Toddlers (1 year to 2 years) – one, possibly two positions

Twos (2 years to 3 years) – one, possibly two positions

Threes (3 years to 4 years) – two positions

Fours (4 years to 5 years) – one position

Elementary (K4 and K5) – one position. This position is full time in the summer and during school vacations and part-time (3PM to 6PM) when school is in session.

Elementary (1st through rising 6th grade) – one position. This position is full time in the summer and during school vacations and part-time (3PM to 6PM) when school is in session.

Cook – one position. Prepare meals for up to 90 children and up to 20 staff. Meals are breakfast served at 800am, lunch served at 1100am, and afternoon snack served at 300pm. The cook is responsible for the entire meal preparation process and cleanup. Menu planning and shopping are **not** part of this job description.

Required competencies for all teaching and child care positions:

- Graduated from an accredited high school.
- At least one year child care experience in a licensed, South Carolina child development center.
- Completed ECD101 or The SC Health & Safety Pre-Service Certificate (<https://scendeavors.org/professional-development/free-sc-health-safety-certificate/>)
- Fifteen hours of SC DSS accredited training in 2020 or 2021.
- Current infant/child/adult CPR, First Aid, AED training. We will pay for your recertification training, if needed.
- Demonstrated love for children.
- Demonstrated ability to maintain classroom discipline.

- Demonstrated ability to identify illnesses and injuries to a child on their arrival at the center.
- Demonstrated ability to explain why you believe in Jesus to a child as well as to the child's parents.
- Certify and demonstrate that you are physically able to manage children outdoors on uneven pavement, turf, and sandy areas of a playground for periods up to 60 minutes and indoors on tiled and carpeted surfaces for the same period of time.
- Demonstrated ability to instill wonder in a child at the beauty of God's creation and to foster the child's inquisitiveness into how that creation works.

Required competencies for the infant, one year old, and two year old positions

- Demonstrated ability to safely lift a 30-pound child to a changing table for diaper changes.
- Demonstrated ability to properly and hygienically change diapers and pull ups
- Demonstrated ability to train a 24-36 month old child to toilet and clean themselves.

Required competencies for the three year old positions:

- Demonstrated ability to teach the curriculum shown at
 - <https://www.memoriapress.com/curriculum/classical-core-curriculum/five-day-junior-kindergarten-curriculum/>
 - This curriculum includes a detailed curriculum manual with day by day lesson plans.
 - <https://www.memoriapress.com/curriculum/read-alouds/junior-kindergarten/>

Required competencies for the four year old positions:

- Demonstrated ability to teach the three year old curriculum above as well as the curriculum shown at
 - <https://www.memoriapress.com/curriculum/classical-core-curriculum/kindergarten-curriculum/>
 - This curriculum includes a detailed curriculum manual with day by day lesson plans.
 - <https://www.memoriapress.com/curriculum/read-alouds/kindergarten/>

Required competencies for the elementary school age positions (1st grade through rising 6th grade). We are in Richland County School District 1 as are most of our enrolled students.

- Demonstrated knowledge of and the ability to help students comprehend and understand the math concepts taught through sixth grade. This includes the four arithmetic operations, perimeters, and areas for all the basic geometric shapes, volumes for the basic 3 dimensional objects, and beginning algebra.
- Demonstrated knowledge of and the ability to help students comprehend and understand the science topics taught through sixth grade. This includes introductory studies in physics, chemistry, biology, and earth science,
- Demonstrated knowledge of and the ability to help students comprehend and understand the reading and composition topics taught in language arts through the sixth grade.

Desired, but not required, competencies for all positions:

- Demonstrate and teach children music concepts – rhythm instruments, simple percussion, and vocal music.
- Demonstrate and teach the rules of popular children’s sports – soccer, basketball, tag, etc.
- Demonstrate and teach the basics of communicating in a language other than the child’s native language.

Pay

- \$10-13/hour depending on experience and demonstrated competencies
- We pay all training costs, including salaries of staff while taking training
- Benefits
 - Life insurance
 - Dental
 - Vision
 - Retirement (S.I.M.P.L.E. IRA)