

## New Horizon Child Development Centers (CDC)

### Center Director Job Description

The person selected for this position will be legally responsible for the total program and services. The director will supervise all phases of the program under the direct authority of the NHCDC Board of Directors.

#### I. Qualifications

The person selected for this position must satisfy the requirements of Maryland Department of Human Resources Child Care Administration (Comar 07.04.02)

Be at least 21 years old

Obtain a Child Care Criminal Background check. This person must be a sensitive and mature individual who is able to relate well to both children and adults.

Attained an associate in arts degree in early childhood education or a bachelor's degree in any field: and complete 2 years of experience working under supervision primarily with preschoolers in a licensed child care, nursery school, church operated school, recreation and parks program, or similar setting: or 4 years of experience caring for preschoolers as a registered family day care provider.

Responsibilities:

#### A.General

- 1.Contact the state and local regulatory agencies.
- 2.Conform to health, safety, and licensing regulations.
- 3.serve as an ex-office member to the New Horizon Center Board and attend all meetings of the Board and its committees.
- 4.Keep records that pertain to the administration of NHCDC.
- 5.recommend policies of admission, attendance, tuition, and educational goals.
- 6.Evaluate own work as Director.
- 7.Plan and implement a program for professional growth.
- 8.Prepare periodic reports on the state of NHCDC.
- 9.Keep abreast of research and new developments in the field of early childhood.
- 10.Play an active role in professional organizations.
- 11.Plan the yearly calendar.
- 12.Plan and schedule administrative responsibilities.
- 13.Supervise the management of classroom schedules.
- 14.Schedule the use of shared classroom space and equipment.
- 15.Maintain a professional library.
- 16.Schedule the responsibilities of the teaching staff.
- 17.Manage lunchroom program for NHCDC, recruit staff, and maintain nutritional quality of food served.
- 18.Arrange and supervise janitorial service.
- 19.All other duties as deemed necessary by the board.

#### B.Fiscal

- 1.Prepare the annual budget.
- 2.Operate NHCDC within the budget.
- 3.Purchase and manage equipment and supplies.
- 4.Collect enrollment fees and tuition, and maintain an adequate payment and deposit record.
- 5.Handle petty cash.
- 6.Calculate total child care fees for income tax purposes at the close of the year.
- 7.Prepare monthly budget reports.

#### C.Space and Equipment

- 1.Plan for and equip indoor/outdoor areas.
- 2.Keep inventory records.
- 3.Arrange for maintenance and repairs with Board approval.

#### D.Staff

- 1.Prepare job descriptions.
- 2.Recruit and select applicants to fill staff vacancies with Board approval.
- 3.Arrange substitute help as needed.
- 4.Conduct regularly scheduled staff meetings and staff evaluations.
- 5.Plan and implement an in-service training program for the staff.
- 6.Assist the staff in preparing daily, weekly, and yearly plans.
- 7.Plan and implement procedures that lead to wholesome inter-personal relationships between staff members.
- 8.Implement procedures for meeting with individual staff members to solve any problems that may occur.
- 9.Plan and implement procedures for keeping accurate classroom records.
- 10.Recommend and revise as needed, and be responsible for the printing of the NHCDC Parent Handbook and Staff Handbook.
- 11.Keep personal records.
- 12.Guide the staff in evaluating materials and methods of teaching and associated areas.
- 13.Be certified in first aid and CPR for the children.

#### E. Enrollment

- 1.Present NHCDC program to parents of perspective students in a positive manner.
- 2.Familiarize the parents of newly enrolled pupils with NHCDC policies.
- 3.Write enrollment forms, request for payment forms, and any correspondence needed.
- 4.Be alert to enrollment needs at all times.
- 5.Maintain an advertising and public relations program to promote enrollment.
- 6.Approve admission and transfers in conjunction with the New Horizon Center Board; approve all accelerations, demotions, suspensions or expulsion of students in accordance with policies set forth by the New Horizon Center Board.

#### F.Food Program

- 1.Plan and implement a food program based on sound nutritional principles.
- 2.Meet state and local regulations regarding meal preparation facilities.
- 3.Communicate with parents regarding the weekly menu plans.
- 4.Include nutritional information in newsletters to parents.
- 5.Keep the food program within the limits of the budget, making adjustments when needed to avoid denying children healthful foods.

6. Provide a relaxed setting for the serving of food.
7. Establish and implement a program to prevent food poisoning.
8. Plan and implement some control over food supplies to prevent pilfering and wastefulness.

#### G. Educational Program

1. Organize procedures for the management of the children's program.
2. Plan procedures for the management of the children's routines.
3. Plan and implement field trips.
4. Plan the educational program.
5. Arrange for the rest and relaxation. (naps, if appropriate)

#### H. Parents

1. Maintain an active system of parent-school relationships.
2. Plan for the orientation of parents to school policies and procedures.
3. Plan and administer a parent education program.
4. Plan and administer a parent participation program.
5. Communicate with parents in a wide variety of ways.
6. Maintain a parents library.

#### I. Health

1. Plan and implement a health program for the center.
2. Keep health history records and physician's reports for children and staff.
3. Contact recognized agencies able to help children who have special needs.
4. Maintain a referral system for children who have special needs.

#### J. Safety

1. Plan and implement a safety program for NHCDC.
2. Keep informed of our legal responsibilities and liabilities.
3. Implement a program for playground safety.
4. Plan for and conduct weather and fire drills.
5. Prepare activities to teach children traffic safety.

### Assistant Directors Position Description

Basic Function : Assist Director in supervising staff, implementing Curriculum, developing parental support, and maintaining fiscal guidelines at the center.

Reports to: Director

#### Essential Functions:

Adheres to all policies and procedures for the New Horizon Child Development Center. Staff Member Functions as required of a Teacher as described in the Teacher Position Description.

#### Curriculum

- Know, understand and assist teachers in the implementation of the Center's Curriculum.
- Assist Director in the implementation of the curriculum.
- Participate in planning and implementing of the staff training sessions. Review weekly plans and children's assessment submits to the Director.

## Staff

- Supervise those teachers as requested by the Director.
- Assume all management responsibilities during Director's absence, including arranging for appropriate staff coverage.
- Assist with and attend all staff meetings.

## Children

- Be alert to the social, emotional, physical and mental needs of children.
- Ensure safety through assisting Director in the proper maintenance of building, grounds and equipment.
- Assist in the maintenance of effective disciplinary policies.
- Document and report possible cases of child abuse or neglect to the Director.

## Parents

- Participate in planning effective parent programs and conferences.
- Assist Director in providing an orientation and interpreting the policies and programs of the center to parents.
- Facilitate teacher/ parent communication.
- Be available to parents at all times, to answer questions and address concerns.

## Teaching Responsibilities

- Perform the duties of a Teacher as necessary for the proper operation of the school
- See Teacher Position Description for further information regarding Teacher responsibilities.
- Review Teacher classroom materials and supply list prior to distribution.

## Infant -Toddler Coordinator

### Job Description:

To assist the Director in supervising staff, implementing curriculum, developing parental support, and maintaining fiscal guidelines. Adheres to all policies and procedures for the New Horizon Child Development Center. Staff member functions as required of a teacher as described in the Senior Staff Member position description.

### Qualifications:

The person selected for this position must satisfy the following requirements:

- Submit a pre-employment medical evaluation including a tuberculosis screening
- Be certified in First Aid and CPR (Infant and Child)
- Obtain a Child Care Criminal Background Check
- Be at least 25 years old.
- Hold a high school diploma or a certificate of high school equivalence, or have successfully completed courses for credit from an accredited college or university.
- Must be professionally prepared as a teacher of young children. Have successfully completed 6 semester hours,( including 3 semester hours of approved training or the equivalent related exclusively to the care of infants and toddlers) or 90 clock hours or their equivalent of approved training, or hold, the Child Development

Associate Credential issued by the Child Development Associate National Credentialing Program. Have one year of approved experience working with infants and toddlers and have completed at least one of the following;

i. 1 year of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, recreation and parks program, or similar setting, or 1 year of experience as a registered family day care provider caring for preschoolers,

ii. 1 year of college, or a combination of experience and college that together are equivalent to 1 year; or

b) Be at least 25 years old and hold an associate of arts degree in early childhood education or in recreation

c) Senior staff shall provide evidence of having completed during each year of employment after 1991, at least 3 clock hours of approved continued training

d) An individual is considered qualified as a senior staff member for a preschool center when the individual

e) Has been approved as a teacher by the State Department of Education under COMAR 13A.09.09 for early childhood in grades nursery through the third grade; or

f) Is certified by the State Department of Education or by any other state for early childhood in grades nursery through third grade

g) If, before December 31, 1991, an individual qualified as a senior staff in a preschool center, the individual is considered qualified to be a senior staff if continuously employed at the same or another child development center

Responsibilities - Responsibilities will include, but will not be limited to the

Following:

\* Know, understand and assist teaching staff in the implementation of the center's curriculum.

\* Assist Director in the implementation of the curriculum.

\* Supervise infant and toddler teaching staff as requested by the Director.

\* Assume all management responsibilities during Director's /Assistant Director's

absence, including arranging for appropriate staff coverage.

• Participate in planning effective parent programs and conferences.

• Assist Director in providing an orientation and interpreting the policies and programs of the center to parents.

• Facilitate teacher/parent communication.

• Be available to parents, to answer questions and address concerns.

• Plan, supervise, and implement the educational program for a given group of children in accordance with the policies and the philosophy of New Horizon CDC

• Gear the program to the needs of the individual child with concerns for his/her interests, handicaps, special talents and individual's style, pace of learning, and the demands of the long day

• Consider the individual child in relationship to his cultural and socioeconomic background

• Treat each child with courtesy, respect, acceptance, and patience

• Help each child to become aware of his role as an integral member of the group

• Be responsible for the order, arrangement, appearance, décor, and learning environment of the classroom

• Implement Health, Safety, and Nutrition Practices.

• Assume an equal share of the joint housekeeping responsibilities necessary to maintain a wholesome and attractive center

Participate in planning and implementing of the staff training sessions. Review weekly plans, and children's assessments, submit to the director. Attend all staff meetings

• Annually participate in training programs, conferences, courses, and other aspects of professional growth to meet state requirements

• Implement methods for effectively utilizing the services of teacher's aides and interns

• Assist and attend extra-curricular activities/events sponsored by such as school programs workshops, staff meetings, PTA meetings, and annual events

- Notify the Director of all injuries/illnesses of the child
- Complete and incident report or report any unusual event
- Give undivided attention to the class and remain with them at all times
- Show competency, good judgment, and self-control in working with children and their parents
- Always be aware of a child's appearance. Be sure to keep hands, face, and clothing relatively clean. Shoes should be on the right feet, and laces tied
- Maintain professional attitude and loyalty to New Horizon CDC at all times
- Refer all problems and complaints to the Director
- Observe and evaluate the children's growth and development
- Any other duties as deemed necessary by the Director and/or Center Board of Directors

Title: Teacher (Senior Staff)

Job description - The person selected for this position will be responsible for the general supervision and management of class children.

Qualifications - The person selected for this position must satisfy the following requirements.

- Submit a pre-employment medical evaluation including a tuberculosis screening
- Be certified in first aid and CPR (Infant & Child)
- Obtain a child care criminal background check
- Must be professionally prepared as a teacher of young children
- This person must be a sensitive and mature individual who is able to relate well with both children and adults;
  - a)Be at least 19 years old;
  - b)Hold a high school diploma or a certificate of high school equivalence, or have successfully completed courses for credit from an accredited college or university;
  - c)Have successfully completed 6 semester hours or 90 clock hours or their equivalent of approved training, or hold the Child Development Associate Credential issued by the Child Development Associate National Credentialing Program; and
  - d)Have completed at least one of the following;
    - i.1 year of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, recreation and parks program, or similar setting, or 1 year of experience as a registered family day care provider caring for preschoolers,
    - ii.1 year of college, or a combination of experience and college that together are equivalent to 1 year; or
  - e)Be at least 19 years old and hold an associate of arts degree in early childhood education or in recreation
  - f)Senior staff shall provide evidence of having completed during each year of employment after 1991, at least 3 clock hours of approved continued training
  - g)An individual is considered qualified as a senior staff member for a preschool center when the individual
  - h)Has been approved as a teacher by the State Department of Education under COMAR 13A.09.09 for early childhood in grades nursery through the third grade; or
  - i)Is certified by the State Department of Education or by any other state for early childhood in grades nursery through third grade
  - j)If, before December 31, 1991, an individual qualified as a senior staff in a preschool center, the individual is considered qualified to be a senior staff if continuously employed at the same or another child development center

Responsibilities - Responsibilities will include, but will not be limited to the following

- 1)Plan, supervise, and implement the educational program for a given group of children in accordance with the

policies and the philosophy of New Horizon CDC

- 2) Gear the program to the needs of the individual child with concerns for his/her interests, handicaps, special talents and individual's style, pace of learning, and the demands of the long day
- 3) Consider the individual child in relationship to his cultural and socioeconomic background
- 4) Treat each child with courtesy, respect, acceptance, and patience
- 5) Help each child to become aware of his role as an integral member of the group
- 6) Be responsible for the order, arrangement, appearance, décor, and learning environment of the classroom
- 7) Assume an equal share of the joint housekeeping responsibilities necessary to maintain a wholesome and attractive center
- 8) Attend all staff meetings
- 9) Annually participate in training programs, conferences, courses, and other aspects of professional growth to meet state requirements
- 10) Implement methods for effectively utilizing the services of teacher's aides and interns
- 11) Assist and attend extra-curricular activities/events sponsored by such as school programs workshops, staff meetings, PTA meetings, and annual events
- 12) Notify the Director of all injuries/illnesses of the child
- 13) Complete and incident report or report any unusual event
- 14) Give undivided attention to the class and remain with them at all times
- 15) Show competency, good judgment, and self-control in working with children and their parents
- 16) Always be aware of a child's appearance. Be sure to keep hands, face, and clothing relatively clean. Shoes should be on the right feet, and laces tied
- 17) Maintain professional attitude and loyalty to New Horizon CDC at all times
- 18) Refer all problems and complaints to the Director
- 19) Observe and evaluate the children's growth and development
- 20) Any other duties as deemed necessary by the Director and/or Center Board of Directors

## GROUP LEADER / ASSISTANT GROUP LEADER

### A. Job Description

The person selected for this position will be responsible for the general supervision and management of a group of children.

### 1. QUALIFICATIONS

The persons selected for these positions must satisfy the requirements of Maryland Department of Human Resources Child Care Administration (Comar 07.04.02)

- Submit a pre - employment Medical evaluation including a tuberculosis screen.
- Obtain a Child Care Criminal Background Check
- Be certified in first Aide /CPR
- This person must be a sensitive and mature individual who is able to relate well to both children and adults.

Responsibilities:

Responsibilities will include but will not be limited to the following:

1. Plan, supervise, and implement educational program for a given group of children in accordance with the policies and philosophy of New Horizon C.D.C.
2. Gear the program to the needs of the individual child with concerns for his interests, handicaps, special talents and individual style, pace of learning, and the demands of a long day.
3. Consider the individual child in relationship to his cultural and socio - economic background.
4. Treat each child with courtesy, respect, acceptance, and patience.
5. Help each child to become aware of his role as an integral member of the group.
6. Be responsible for the ordered arrangement appearance, decor, and learning environment of the classroom.
7. Assume an equal share of the joint housekeeping responsibilities necessary to maintain a wholesome and attractive center.
8. Attend all staff meetings.
9. Annually participate in training programs, conferences, courses and other aspects of professional growth to meet state requirements.
10. Supplement methods for reflectively utilizing the services of aides and interns.
11. Assist and attend extra- curricular activities/ events sponsored by New Horizon C.D.C. such as school programs, workshops, staff meeting, PTA meetings, and annual events.
12. Notify the Director of will all injuries /illnesses of the child.
13. Complete an incident or any unusual event report.
14. Give undivided attention to the class and remain with class at all times.
15. Show competency, good judgement, and self -control while working with children and their parents.
16. Always be aware of a child's appearance be sure to keep hands, face, and clothing relatively clean. Shoes should be on the right feet and laces tied.
17. Maintain professional attitudes and loyalty to NHCDC at all times.
18. Refer all problems and complaints to the Director.
19. Any other duties as deemed necessary by the Director and /or Center Board of Directors.

## II.: Cook

Job Description - Under the direction and supervision of CDC director, assume responsibility for the food service programs

Qualifications - The person selected for this position must satisfy the following requirements

- Be at least 18 years old;
- Submit a pre-employment medical-evaluation, including a tuberculosis screening (updated annually)
- Obtain a child-care criminal background check

Responsibilities - Responsibilities will include, but not limited to the following:

1. Prepare and serve two meals and one snack daily meeting good nutrition standards
2. Check food deliveries
3. Assist in preparing orders for the purchase of food
4. Wash and sterilize pots and pans, food preparation and service utensils, plates, glasses, and silverware
5. Wash all kitchen items
6. Maintain inventory of foods

7. Maintain the kitchen in accordance with licensing and USDA regulations
8. Provide assistance to staff for foods and cooking experiences they may plan for the classroom
9. Participate in in-service training programs periodically
10. Maintain sanitary conditions in kitchen and cafeteria. This would include counter tops, shelves, refrigerators, freezers, tables, etc.
11. Any other duties as deemed necessary by the director

#### E. Job Requirements

##### 1. Security Clearance

Each employee is required by the State of Maryland to apply, through the police department to have a security clearance and receive a child care worker permit before employment.

##### 2. Extra-Curricular Activities

It is expected and required that each staff member attend and participate in all extra-curricular activities, such as school programs, workshops, staff meetings, PTA meetings, and annual events. This is not considered as overtime or compensation with pay. These activities are considered as part of the job requirements.

##### 3. Workshops

Every staff member is required to participate in an accredited workshop each year which is mandatory by the Department of Human Resources. Failure to comply will result in &disciplinary action. It is your responsibility to fulfill this requirement yearly.

##### 4. Employees Who Have Pre-school Children

Staff members who have children may enroll their children at New Horizon Space permitted). Each employee will pay the current tuition for their child(ren). There will be no price reduction for employee's children.

#### F. Orientation

All new employees will be given orientation by the Director, prior to starting their official duties, at which time this Handbook will be issued.

#### G. Assignments

The Director is responsible for making work assignments to all staff members. Each employee will be given a specific Job Description for his/her position. Additional duties may be assigned periodically for special assignments.

## II. WORK SCHEDULE

Daily schedules are set by the Director in order to comply with the center's operation.

### A. Work Week (Full-Time)

1. Full-time employees will work forty (40) hours per week (9 hours a day/8 hr. work + 1hr. lunch), Monday through Friday, and will include a lunch period of one (1) hour.

B. Work Week (Part-Time)

1. Part-time employees will work six (6) or less hours per day. Thirty (30) hours or less per week. If special arrangements have been made for an employee to work 30-40 hours per week, this is considered part-time. Lunch time (if applicable) will be determined.

C. Lunch Policy

1. Each full-time employee working at least 8 hr. with an additional 1hr. lunch period is granted one (1) hour for lunch. You may leave the building with permission, no more than twice a week. However, be certain not to exceed your one (1) hour limit. Others will be awaiting your return to begin their designated lunchtime. Food/juice/snacks, etc. that are purchased by the center are to be served only to the children. Adults are asked to refrain from eating New Horizon food unless designated by the Director for a "special event". Feel free to bring lunch and use the refrigerator to store your lunch and /or the microwave for warming foods. The area immediately outside the kitchen has been designated as the staff lounge. It may be used by staff for socializing, phone calls, eating, etc. during the staff person's designated lunch hour or break only.

D. Attendance

1. Signing In/Out: Each employee is assigned a time card bi-weekly with his/her name appearing at the very top. Employees must punch the time sign in on the sheets posted in the office each morning upon reporting to work and sign out upon departure. Please stop by the office each evening before your departure to announce that are leaving for the evening and to pick up any messages that may have been left for you. Please check your mailbox daily.

BENEFITS

IV. HOLIDAY/ LEAVE

A. School Holidays: The Center will be closed on the following Holidays

New Year's	Day Independence Day
Martin Luther King Birthday	Labor Day / Veterans Day
President's Day	Thanksgiving Day and the Day After
Memorial Day	Christmas Eve and Christmas Day

All full-time employees will be paid for those days provided the staff member works the day before and after the holiday to be paid for the holiday.

B. Inclement Weather

New Horizon will try to open in the event that road conditions are not extremely hazardous. If you do not know if the center is closed, please call the Director or the center's answering machine. If the center is closed, due to inclement weather or snow day(s), full-time, permanent staff members will be paid. Part-time employees and employees on probation status are not paid for snow days.

## C.Sick, Vacation and General Leave

### 1. Full-Time Employees

Full-time employees will earn leave after one (1) year. After one (1) year of full-time employment, a full-time employee will earn five (5) days of leave. Sick, Vacation and General leave is not classified until used.