



Diamond Street Early Childhood Center

## **Position Expectations**

**Position Title:** Executive Director  
**Employment Status:** Full-Time/Salary (exempt)  
**Reports to:** Board of Directors

### **Position Summary**

The Executive Director is responsible for the successful leadership, overall management, and operations of Diamond Street Early Childhood Center according to the strategic direction, and policies set by the Board of Directors. The Executive Director is responsible for policy implementation and effective management of DSECC. The Executive Director is responsible for the overall planning, development, and implementation of age-appropriate programs to enhance the cognitive, physical, social, and emotional development according to the Center's vision, mission, values and childcare and educational philosophy and within the guidelines and requirements of Star 4 accreditation and PA State regulatory oversight. The Executive Director represents the Center to the greater community to further partnerships, advocacy objectives, programming initiatives and community partnership goals.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for children supported by behaviors, policies and procedures that are current and consistently followed.
- Foster a healthy and productive organizational culture that encourages supportive relationships, open communication, and collaboration
- Ensure regular and helpful communication with parents.
- Develop and maintain relationship with Akron Mennonite Church, its leadership and congregation. Attend functions and services in line with the position.
- Oversee all human resource functions including recruitment, employment, training, supervision and performance management of all staff and volunteers.
- Establish clear expectations and set measurable goals for directors, office and kitchen staff and assist directors to do the same for the classroom staff
- Oversee curriculum and content development, with regular evaluation, to ensure best practices and programmatic excellence.
- Ensure compliance for maintaining and renewing accreditation at STAR 4 level.
- Ensure financial stability of the Center by maximizing program capacity, fostering donor relationships, maximizing grant opportunities and pursuing new financial partnerships.
- Position Center to best serve the community's early childhood educational needs by periodically assessing current and future community needs for early childhood education.
- Develop and maintain relationships with community educational and social service leaders and organizations to ensure the needs of children and families
- Oversee development of strategic initiatives for Board consideration.
- Keep the Board of Directors informed of any significant issues, risks or opportunities and participate in and report to the Board at its meetings.

### **Qualifications**

- Commitment to support the mission of DSECC



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- Commitment to the Christian faith and support of the Anabaptist/Mennonite understanding of Christian lifestyle, discipleship, and human relationships. Membership and participation in a Mennonite/Anabaptist congregation is ideal.
- Bachelor's degree in Early Childhood Education (or comparable field)
- Minimum of 5 years successful leadership experiences
- Excellent communication skills (both written and verbal)
- Significant experience in a nonprofit organization, a plus
- Experience working with a Board of Directors, beneficial.



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## Position Expectations

<b>Position Title:</b>	Preschool Program Director
<b>Employment Status:</b>	Full-Time/Salary (exempt)
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Director (80%) and Classroom (20%)

### Position Summary

The Preschool Program Director (Director) is responsible for the success of the Pre-K Counts program at Diamond Street Early Childhood Center as well as the full day preschool care program. The Director is responsible for hiring, supervising, coaching, goal setting, and evaluating the performance of, Pre-K Counts and Preschool staff within the Center's HR procedures and guidelines. The Director is responsible for the overall planning, development, and implementation of programs to enhance the cognitive, physical, social, and emotional develop according to the Center's vision, mission, values, the Center's childcare and educational philosophy, and within the guidelines and requirements of Star 4 accreditation, and specific guidance and requirements for Pre-K Counts classes.

### Essential Functions/Responsibilities

- Ensure a safe, nurturing, learning environment for Preschool children supported by policies and procedures that are current and consistently followed.
- Foster a healthy and productive organizational culture that encourages supportive relationships, open communication, and collaboration within the program, with others in the Center and with the students' parents.
- Interview and recommend new employees for the Program to the Executive Director for hiring.
- Observe classrooms at least quarterly, demonstrate techniques and coach as needed, and provide performance evaluations annually.
- Establish clear expectations and set measurable goals for Preschool staff.
- Ensure the staff/student ratios meet requirements, including making needed staff schedule changes to meet coverage, and personally provide coverage for breaks and substitute as necessary for the Pre-K Counts program hours, the Wrap Care hours, the full day Preschool program and the Kindergarten wrap care program.
- Oversee curriculum and content development, with regular evaluation, to ensure best practices and programmatic excellence.
- Ensure compliance for maintaining and renewing the contract for Pre-K Counts and accreditation of Pre-K programs at STAR 4 level including required documentation and reporting per Pre-K Counts requirements.
- Ensure student enrollment at required levels for reasons of compliance and financial sustainability.
- Code and process all department expenses to ensure accurate financial reports

### Qualifications

- Commitment to support the mission of DSECC
- Commitment to the Christian faith and support of the Anabaptist/Mennonite understanding of Christian lifestyle, discipleship and human relationships
- Bachelor's degree in Early Childhood Education (or comparable field)
- Meet Keystone STARS educational requirements, including maintaining PA Keys Directors Credentials
- Meet Pre-K Counts Lead Teacher educational and experience requirements
- Excellent communication skills (both written and verbal)
- Proficient computer skills including a working knowledge of Microsoft 360, Procare and Quickbooks



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## **Position Expectations**

<b>Position Title:</b>	Childcare Program Director
<b>Employment Status:</b>	Full-Time/Salary
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Director (80%) and Classroom (20%)

### **Position Summary**

The Childcare Program Director (Director) is responsible for the success of all early childcare and school age childcare programs, of Diamond Street Early Childhood Center. The Director is responsible for recommending new hires, supervising, coaching, goal setting for, and evaluating the performance of these staff within the Center's HR procedures and guidelines. The Director is responsible for the overall planning, development, and implementation of age-appropriate programs to enhance the cognitive, physical, social, and emotional development according to the Center's vision, mission, values, the Center's childcare and educational philosophy, and within the guidelines and requirements of Star 4 accreditation. The Director will also spend up to 25% of time in classroom covering/substituting as needed.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children in early childcare programs, supported by policies and procedures that are current and consistently followed.
- Foster a healthy and productive organizational culture that encourages supportive relationships, open communication, and collaboration within the program, with others in the Center and with the students' parents.
- Interview and recommend new employees for the Program to the Executive Director for hiring.
- Ensure the staff/student ratios meet requirements, including creating the initial schedule and making all needed staff schedule changes to meet coverage requirements on a daily basis. Personally provide coverage for breaks and substitute as necessary.
- Observe classrooms at least quarterly, demonstrate techniques and coach as needed, and provide performance evaluations annually.
- Establish clear expectations and set measurable goals for teachers and teaching assistants.
- Oversee curriculum and content development, with regular evaluation, to ensure best practices and programmatic excellence.
- Code and process all department expenses to ensure accurate financial reports
- Assist in the oversight of the Child and Adult Food Care program including maintaining annual administrative credentials and training
- Ensure compliance for maintaining accreditation at the STAR 4 level for supervised programs.

### **Qualifications**

- Commitment to support the mission of DSECC
- Commitment to the Christian faith and support of the Anabaptist/Mennonite understanding of Christian lifestyle, discipleship and human relationships
- Associate or Bachelor degree in Early Childhood Education or related field, required
- Meet Keystone STARS educational requirements, including maintaining PA Keys Directors Credentials
- Minimum of 3 years successful teaching experience, leadership experience a plus
- Excellent communication skills (both written and verbal)
- Proficient computer skills including a working knowledge of Microsoft 360, Procare and Quickbooks



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## **Position Expectations**

<b>Position Title:</b>	Student/Enrollment Coordinator
<b>Employment Status:</b>	Full-Time/Hourly
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Administrative

### **Position Summary**

The Student Coordinator is the first contact for families and visitors. This position oversees the process by which families enroll, contract ongoing services, make payments and withdraw from care at the end of their time with us. The Student Coordinator oversees the Procure and Tuition Express databases as well as maintains the student files. Other duties include managing the office, ordering supplies and assisting in classrooms as needed. The Student Coordinator is the primary support person to the Program Directors and the Executive Director.

### **Essential Functions/Responsibilities**

- Answer phone calls, emails and in person inquiries, escalating as needed.
- Ensure information is current and factual on the Center's Facebook page and Website
- Create and distribute weekly parent update emails
- Inform potential and current families of Center programs and provide tours as needed
- Enroll new students and ensure their information is continually up to date following OCDEL, STARS and NAEYC regulations
- Prepare and maintain weekly CACFP data tracking sheets, Attendance sign in sheets and illness tracking sheets
- Ensure the Center has adequate supplies by maintaining inventory and ordering as needed
- Manage the student data from ELRC and ensure families are up to date with required payments
- Bill families weekly and accept payments or charge accounts as appropriate
- Work together with other staff members to ensure successful Center wide events
- Take a leading role in Center daily operations in the absence of Program Directors or the Executive Director

### **Qualifications**

- Commitment to support the mission of DSECC
- High School Diploma
- Associate Degree in Education or Social Services Preferred
- Prior Office Experience preferred
- Excellent communication skills (both written and verbal)
- Proficient computer skills including a working knowledge of Microsoft 360, Procure and Quickbooks



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## **Position Expectations**

<b>Position Title:</b>	Student Support Coordinator
<b>Employment Status:</b>	Full-Time/Hourly
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Admin 10%, P-school 40%, ITTERS 40%, SACC 10%

### **Position Summary**

The Student Support Coordinator works to ensure a successful school experience for all children enrolled in DSECC. Work will include maintaining contact with and between families, support agencies, DSECC administration and classroom staff. The Student Support Coordinator is considered part of the Administrative team, but does not have a management role.

### **Essential Functions/Responsibilities**

- Answer phone calls, emails and in-person inquiries about children's needs
- Ensure information is current and factual regarding area services for children and communicated effectively to families
- Inform potential and current families of Center policies and procedures regarding children with special needs
- Work with the Student Enrollment Coordinator and Program Directors to ensure balanced classrooms that allow for all students to be successful
- Train incoming staff on working with students in a trauma informed educational environment and in Conscious Discipline methods
- Ensure the Center has adequate supplies needed to work with students with varying educational and social emotional needs
- Maintain open communication with the Executive Director regarding student behavior and special needs when it comes to the Center's ability to serve each child
- Participate in planning and execution of parent education
- Observe and mentor staff members working with children with special needs

### **Qualifications**

- Commitment to support the mission of DSECC
- Associate Degree in Education or Social Services
- 3 years of experience working with children with special needs
- Prior office experience preferred
- Excellent communication skills (both written and verbal)
- Proficient computer skills including a working knowledge of Microsoft 360, Procare and Quickbooks



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## **Position Expectations**

<b>Position Title:</b>	Administrative Intern
<b>Employment Status:</b>	Part time/Hourly
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Classroom (Childcare/Preschool)

### **Position Summary**

The Administrative Intern (Intern) is responsible to assist the Executive Director in all Center related tasks as assigned, including but not limited to reception, filing, stocking supplies, cleaning and kitchen duties.

### **Essential Functions/Responsibilities**

- Help ensure a safe, nurturing, learning environment for all children and staff
- Perform non-cooking kitchen tasks as assigned
- Regularly assist the Student Coordinator and Program Directors with shredding, filing, stocking, inventory and distributing supplies.
- Staff Reception and answer phones, directing calls and escalating as needed.
- Cleaning and trash removal
- Set up and take down of playground activity areas, big room activity areas and any other space that required set up and take down.
- Assist with Development tasks as assigned by the Executive Director
- All other tasks as assigned by the Executive Director

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- Be at least 16 years old
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely



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## **Position Expectations**

<b>Position Title:</b>	Dietary Lead
<b>Employment Status:</b>	Full-Time/Hourly
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	40% Childcare, 50%Preschool 10% SACC

### **Position Summary**

The Dietary Lead is responsible for meal service at DSECC. The Dietary Lead will plan, prepare, serve and record all meals following the guidelines of the Child and Adult Food Care Program. Together with the Dietary Assistant, the Dietary Lead will maintain a clean, organized and safe kitchen.

### **Essential Functions/Responsibilities**

- Maintain a well organized, safe kitchen space
- Prepare and cook nutritious meals following CACFP guidelines
- Deliver ready to serve meals to each classroom
- Run a commercial dishwasher
- Plan a monthly menu using CACFP meal patterns and requirements
- Maintain nutrition, meal service and purchase records for all food served
- Submit meal service records monthly
- Order or shop for all items needed for food service and turn in receipts and invoices

### **Qualifications**

- Commitment to support the mission of DSECC
- High school diploma or GED
- Working knowledge of nutrition and CACFP guidelines
- Experience in a commercial kitchen
- ServSafe Credentials or ability to obtain
- Minimum of 2 years successful experience with young children
- Excellent communication skills (both written and verbal)





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## **Position Expectations**

**Position Title:** Dietary Assistant  
**Employment Status:** Full-Time/Hourly  
**Reports to:** Executive Director  
**Est Time Allocation:** 40% Childcare, 50%Preschool 10% SACC

### **Position Summary**

The Dietary Assistant helps the Dietary Lead to create and serve nutritious meals to the children enrolled at the Center following the Child and Adult Care Food Program Guidelines.

### **Essential Functions/Responsibilities**

- Assist in maintaining a well organized, safe kitchen space
- Assist in preparing and cooking nutritious meals following CACFP guidelines
- Deliver ready to serve meals to each classroom
- Run a commercial dishwasher
- Step in to lead meal service on days when the Dietary Lead is not available.

### **Qualifications**

- Commitment to support the mission of DSECC
- High school diploma or GED
- Working knowledge of kitchen safety
- Experience in a commercial kitchen a plus
- ServSafe Credentials or ability to obtain a plus
- Excellent communication skills (both written and verbal)



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## **Position Expectations**

<b>Position Title:</b>	Bible and Specials Lead Teacher
<b>Employment Status:</b>	Full-Time or Part-Time/Hourly
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Classroom (Childcare/Preschool/School Age)

### **Position Summary**

The Bible and Specials Lead Teacher (Teacher) is responsible for the creation and teaching of developmentally appropriate Bible lessons that are in line with Anabaptist theology. Additionally, the Teacher will create and teach other subjects in which they are proficient such as foreign language, music or creation care. Lessons will be prepared and taught weekly to all classes from infant to grade 4 year round or as agreed upon by the Classroom Lead Teacher and the Program Director.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children during Bible and Special lessons.
- Work together with the Classroom Lead Teachers and Program Directors to help foster a healthy and productive organizational culture that encourages supportive relationships, open communication, and collaboration within the program, with others in the Center and with the students' parents.
- Create weekly Bible lessons using an approved curriculum or by creating a new curriculum.
- Create weekly Specials lessons using an approved curriculum or by creating a new curriculum.
- Coordinate with Classroom Lead Teachers to arrange a regular schedule for instruction time.
- Establish clear expectations and routines for Bible and Specials classes.

### **Qualifications**

- Commitment to support the mission of DSECC
- Commitment to the Christian faith and support of the Anabaptist/Mennonite understanding of Christian lifestyle, discipleship, and human relationships
- Associate degree in Early Childhood Education, Elementary Education or related field
- Minimum of 3 years successful teaching experience
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



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## **Position Expectations**

<b>Position Title:</b>	Creation Care Lead Teacher
<b>Employment Status:</b>	Full-Time or Part-Time/Hourly
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Classroom (Childcare/Preschool/School Age)

### **Position Summary**

The Creation Care Lead Teacher (Teacher) is responsible for the creation and teaching of developmentally appropriate outdoor focused lessons that are scientifically sound in line with Anabaptist theology. The teacher will develop and execute half hour lessons for each class weekly and be prepared to engage students in all safe weather conditions.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children during weekly outdoor lessons.
- Work together with the Classroom Lead Teachers and Program Directors to help foster a healthy and productive organizational culture that encourages supportive relationships, open communication, and collaboration within the program, with others in the Center and with the students' parents.
- Create weekly outdoor lessons and tailor it for each age group using an approved curriculum or by creating a new curriculum.
- Coordinate with Classroom Lead Teachers to arrange a regular schedule for instruction time.
- Establish clear expectations and routines for outdoor classes.
- Assist in the development of the outdoor program at DSECC
- Create and maintain outdoor playground centers
- Organize supplies and maintain order in outdoor storage areas

### **Qualifications**

- Commitment to support the mission of DSECC
- Commitment to care and conservation of outdoor spaces
- Associate degree in Early Childhood Education, Elementary Education or related field
- Minimum of 3 years successful teaching experience
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom
- Ability and willingness to teach outdoors in all safe weather conditions



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## **Position Expectations**

<b>Position Title:</b>	School Age Coordinator (Group Supervisor)
<b>Employment Status:</b>	12 month/Full-Time/Hourly
<b>Reports to:</b>	Executive Director
<b>Est Time Allocation:</b>	Before/After & Summer Camp

### **Position Summary**

The School Age Coordinator is responsible to plan, organize and run the out of school time programs for grades k-4<sup>th</sup> including before and after school care, no school days and summer camp. Primary responsibilities will include acting as the lead teacher for the older classroom, organizing and implementing programs and activities for school age children, driving the DSECC van, and ensuring programming and staffing for all school age classes. All Summer Camp staff must be able to participate in planned activities including field trips and swimming.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing learning environment for all children enrolled in summer camp
- Know and maintain Center policy, PA State and National standards and regulations as they relate to summer camp.
- Foster a healthy and productive organizational culture that encourages supportive relationships, open communication, and collaboration within the program, with others in the Center.
- Plan, organize and coordinate activities such as field trips and clubs
- Ensure all required student paperwork is completed
- Track and turn in expenses and invoices for school year and summer camp activities and supplies
- Successfully seek sponsors for summer camp and create advertising opportunities for the sponsors
- Assist with interviewing summer camp staff
- Ensure the staff/student ratios meet requirements, including working with Program Directors to make needed staff schedule changes to meet coverage and personally provide coverage for breaks and substitute as necessary.

### **Qualifications**

- Commitment to support the mission of DSECC
- Associate or Bachelor Degree in Education or similar
- Minimum of 2 years successful experience as a Teacher
- Leadership experience a plus
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



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## **Position Expectations**

<b>Position Title:</b>	Summer Camp Lead Counselor (Group or Assistant Group Supervisor)
<b>Employment Status:</b>	Temporary 3 month/Full-Time/Hourly
<b>Reports to:</b>	Childcare Program Director
<b>Est Time Allocation:</b>	Classroom (Summer Camp)

### **Position Summary**

The Summer Camp Lead Counselor (Counselor) is responsible to create and implement developmentally appropriate activities and classroom management to care for the needs of elementary children during the summer break from school. The Counselor is expected to build and maintain strong relationships with coworkers and children. All Summer Camp staff must be able to participate in the planned activities including field trips and swimming

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children enrolled in summer camp.
- Know and maintain Center policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the summer camp team to help foster a healthy and productive camp culture that encourages supportive relationships, open communication, and collaboration within the program.
- Actively collaborate with families, schools and outside services to support the growth and development of children
- Create weekly activities oversee implementation of activities.
- Delegate responsibilities appropriately to team members; identifying and using each member's strengths to improve lessons, activities and classroom management
- Work with other teachers to ensure cooperation between classrooms and create smooth transitions for children as they grow.
- Engage in ongoing professional development.
- Attend staff meetings in June and July
- Participate in Center events and on Center committees as appropriate or as assigned.

### **Qualifications**

- Commitment to support the mission of DSECC
- Associate Degree or 30 credit hours in Education or Social Services Field
- Minimum of 2 years successful experience with children in K-4<sup>th</sup> Grades
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



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## **Position Expectations**

**Position Title:** Summer Camp Counselor (Assistant Group Supervisor)  
**Employment Status:** Temporary 3 month/Full-Time/Hourly  
**Reports to:** Childcare Program Director  
**Est Time Allocation:** Classroom (SACC)

### **Position Summary**

The Summer Camp Assistant Counselor (Counselor) is responsible to help the summer camp team implement developmentally appropriate activities and classroom management to care for the needs of elementary children during the summer break from school. The Counselor is expected to build and maintain strong relationships with coworkers and children. All Summer Camp staff must be able to participate in the planned activities including field trips and swimming.

### **Essential Functions/Responsibilities**

- Help ensure a safe, nurturing, environment for all children enrolled in summer camp.
- Learn and maintain Center policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the Summer Camp team to help foster a healthy and productive camp culture that encourages supportive relationships, open communication, and collaboration within the program.
- Help implement weekly activities created and coordinated by the Lead Counselor.
- Accept and execute responsibilities designated by the Lead Counselor or Program Director such as activity planning, classroom organization and cleaning tasks.
- Fully participate on field trips, pool days and special activities
- Attend Staff Meetings during June and July

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- High school diploma or GED
- Minimum of 2500 hours of experience with young children or 30 credit hours from a college or university
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



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## **Position Expectations**

<b>Position Title:</b>	Summer Camp Aide (Aide)
<b>Employment Status:</b>	Temporary 3 month/Full-Time or Part Time/Hourly
<b>Reports to:</b>	Childcare Program Director
<b>Est Time Allocation:</b>	Classroom (SACC)

### **Position Summary**

The Summer Camp Aide (Aide) is responsible to help the summer camp team implement developmentally appropriate activities and classroom management to care for the needs of elementary children during the summer break from school. The Aide is expected to build and maintain strong relationships with coworkers and children. All Summer Camp staff must be physically able to participate in the planned activities including field trips and swimming.

### **Essential Functions/Responsibilities**

- Help ensure a safe, nurturing, environment for all children enrolled in summer camp.
- Learn and maintain Center policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the summer camp team to help foster a healthy and productive camp culture that encourages supportive relationships, open communication, and collaboration within the program.
- Help implement weekly activities created and coordinated by the Lead Counselor.
- Accept and execute responsibilities designated by the Lead Counselor or Program Director such as activity prep, classroom organization and cleaning tasks.
- Fully participate on field trips, pool days and special activities
- Attend Staff Meetings during June and July

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- High school diploma or GED or enrolled in a childcare specific program
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



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## **Position Expectations**

**Position Title:** School Age Child Care (SACC) Lead (Group or Assistant Group Supervisor)  
**Employment Status:** 10 month / Full-Time Split Shift  
**Reports to:** Preschool Program Director  
**Est Time Allocation:** Classroom (SACC)

### **Position Summary**

The SACC Lead (Teacher) is responsible for creating and implementing developmentally appropriate activities and classroom management to care for the needs of elementary children when school is not in session. The Teacher is expected to build and maintain strong relationships with coworkers and children, and to encourage families to be an active part of their child's education.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children enrolled in their class.
- Know and maintain Center policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the Program Director to help foster a healthy and productive classroom culture that encourages supportive relationships, open communication, and collaboration within the program.
- Actively collaborate with families, schools and outside services to support the growth and development of children
- Work with other teachers to ensure cooperation between classrooms and shared spaces
- Create smooth transitions for children as they grow
- Engage in ongoing professional development to maintain 12 hours annually
- Attend staff meetings
- Participate in Center events and on Center committees as appropriate or as assigned.

### **Qualifications**

- Commitment to support the mission of DSECC
- High school diploma or GED
- Associate or bachelor's degree in human services field preferred
- Minimum of 2500 hours successful experience with young children
- Previous experience as a lead teacher preferred
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom





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## Position Expectations

<b>Position Title:</b>	School Age Child Care (SACC) Assistant (Assistant Group Supervisor)
<b>Employment Status:</b>	10 month/Full-Time or Part Time/Hourly
<b>Reports to:</b>	Childcare Program Director
<b>Est Time Allocation:</b>	Classroom (SACC)

### Position Summary

The SACC Assistant (Teacher) is responsible to help the SACC Lead Teacher in creating and implementing developmentally appropriate activities and classroom management to care for the needs of elementary children while school is not in session. The Teacher is expected to build and maintain strong relationships with coworkers and children.

### Essential Functions/Responsibilities

- Ensure a safe, nurturing, learning environment for all children enrolled in their class.
- Know and maintain Center policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the classroom team to help foster a healthy and productive classroom culture that encourages supportive relationships, open communication, and collaboration within the program.
- Implement weekly activities created and coordinated by the SACC Lead.
- Accept and execute responsibilities designated by the SACC Lead or Program Director, such as creating and running activities, classroom organization and cleaning tasks.
- Work with other teachers to ensure cooperation between classrooms and create smooth transitions for children as they grow.
- Engage in ongoing professional development.
- Participate in Center events and on Center committees as appropriate or as assigned.

### Qualifications

- Commitment to support the mission of DSECC
- High school diploma or GED
- Minimum of 2500 hours of experience with young children or 30 credit hours from a college or university
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



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## **Position Expectations**

<b>Position Title:</b>	SACC Aide (Aide)
<b>Employment Status:</b>	10 month/Full-Time or Part Time/Hourly
<b>Reports to:</b>	Childcare Program Director
<b>Est Time Allocation:</b>	Classroom (SACC)

### **Position Summary**

The SACC Aide (Aide) is responsible to help the classroom team implement developmentally appropriate activities and managing a classroom to care for the needs of elementary children while school is not in session. The Teacher is expected to build and maintain strong relationships with coworkers and children.

### **Essential Functions/Responsibilities**

- Help ensure a safe, nurturing, learning environment for all children enrolled in their class.
- Learn and maintain Center policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the classroom team to help foster a healthy and productive classroom culture that encourages supportive relationships, open communication, and collaboration within the program.
- Help implement weekly activities created and coordinated by the SACC Lead.
- Accept and execute responsibilities designated by the SACC Lead or Program Director, such as preparing activities, classroom organization and cleaning tasks.
- Work with other Teachers to ensure cooperation between classrooms and create smooth transitions for children as they grow.
- Engage in ongoing professional development.
- Attend staff meetings
- Participate in Center events and on Center committees as appropriate or as assigned.

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- High school diploma or GED or enrolled in a childcare specific program
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



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## **Position Expectations**

<b>Position Title:</b>	Lead Teacher (Group Supervisor)
<b>Employment Status:</b>	12 month or 10 month/Full-Time/Hourly
<b>Reports to:</b>	Preschool/Childcare Program Director
<b>Est Time Allocation:</b>	Classroom (Preschool/PKC/Childcare)

### **Position Summary**

The Lead Teacher (Teacher) is responsible for the creation and teaching of developmentally appropriate lessons, classroom management and guiding a team of assistant teachers to care for the needs of young children. The Teacher is expected to build and maintain strong professional relationships team members, families and children, and to and encourage families to be an active part of their child's education.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children enrolled in their class.
- Know and maintain Center policy, PAState and National standards and regulations as they relate to the classroom and position.
- Work with the Program Director and the classroom team to help foster a healthy and productive classroom culture that encourages supportive relationships, open communication, and collaboration within the program.
- Actively collaborate with families and outside services to support the growth and development of children
- Create weekly lessons using Creative Curriculum and oversee implementation of activities.
- Delegate responsibilities appropriately to team members; identifying and using each member's strengths to improve lessons, activities and classroom management
- Observe, record, and evaluate student progress using Teaching Strategies Gold.
- Work with other Lead Teachers to ensure cooperation between classrooms and create smooth transitions for children as they grow.
- Engage in ongoing professional development and higher education towards a bachelor's degree in Early Childhood Education or a master's degree in education (PKC).
- Attend all required staff meetings
- Participate in Center events and on Center committees as appropriate or as assigned.

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- Associate degree in Early Childhood Education, Elementary Education, or related field
- Bachelor's degree in Early Childhood Education, Elementary Education or Special Education
- Minimum of 3 years successful experience working with young children
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



Diamond Street Early Childhood Center

## **Position Expectations**

<b>Position Title:</b>	Lead Qualified Teacher (Group Supervisor)
<b>Employment Status:</b>	12 Month/Full-Time/Hourly
<b>Reports to:</b>	Preschool/Childcare Program Director
<b>Est Time Allocation:</b>	Classroom (Preschool/Childcare)

### **Position Summary**

The Teacher is responsible for helping the Lead Teacher in the creation and teaching of developmentally appropriate lessons, classroom management and guiding a team to care for the needs of young children. The Teacher will assume the role of the Lead Teacher in the Lead Teacher's absence. The Teacher is expected to build and maintain strong relationships with coworkers, children and to encourage families to be an active part of their child's education.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children enrolled in their class.
- Know and maintain Center Policy, PA State and National standards and regulations as they relate to the classroom.
- Work with the Program Director, Lead Teacher and the classroom team to help foster a healthy and productive classroom culture that encourages supportive relationships, open communication, and collaboration within the program, with others in the Center and with the students' parents
- Assist in the creation of weekly lessons using Creative Curriculum and help oversee their implementation.
- Accept and execute responsibilities designated by the Lead Teacher or Program Director.
- Delegate responsibilities appropriately to classroom team members in the absence of the Lead Teacher
- Assist to observe, record, and evaluate student progress using Teaching Strategies Gold.
- Work with other teachers to ensure cooperation between classrooms and create smooth transitions for children as they grow.
- Engage in ongoing professional development and higher education.
- Participate in Center events and on Center committees as appropriate or as assigned.

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- Associate degree in Early Childhood Education, Elementary Education or related field
- Minimum of 2500 hours of successful experience with young children
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



Diamond Street Early Childhood Center

## **Position Expectations**

<b>Position Title:</b>	Assistant Teacher (Assistant Group Supervisor)
<b>Employment Status:</b>	12 Month/Full-Time or Part Time/Hourly
<b>Reports to:</b>	Preschool/Childcare Program Director
<b>Est Time Allocation:</b>	Classroom (Preschool/Childcare)

### **Position Summary**

The Assistant Teacher (Teacher) is responsible to help the Lead Teacher in creating and implementing developmentally appropriate activities and classroom management to care for the needs of young children. The Teacher is expected to build and maintain strong relationships with coworkers and children and to encourage families to be an active part of their child's education.

### **Essential Functions/Responsibilities**

- Ensure a safe, nurturing, learning environment for all children enrolled in their class.
- Know and maintain Center Policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the classroom team to help foster a healthy and productive classroom culture that encourages supportive relationships, open communication, and collaboration within the program.
- Implement weekly activities created and coordinated by the Lead Teacher.
- Accept and execute responsibilities designated by the Lead Teacher or Program Director, such as activity planning, child observations, classroom organization and cleaning tasks.
- Work with other teachers to ensure cooperation between classrooms and create smooth transitions for children as they grow.
- Engage in ongoing professional development and higher education including enrollment in a program of higher education (CDA/AA/BA).
- Attend all staff meetings
- Participate in Center events and on Center committees as appropriate or as assigned.

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- High school diploma or GED
- Child Development Associate Certificate preferred
- Minimum of 2500 hours of successful experience with young children or 30 approved credit hours from a college or university
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom



Diamond Street Early Childhood Center

## **Position Expectations**

<b>Position Title:</b>	Teaching Aide (Aide)
<b>Employment Status:</b>	Full-Time or Part time/Hourly
<b>Reports to:</b>	Childcare/Preschool Program Director
<b>Est Time Allocation:</b>	Classroom (Childcare/Preschool)

### **Position Summary**

The Teaching Aide (Teacher) is responsible to help the classroom team in implementing developmentally appropriate activities and classroom management to care for the needs of young children. The Teacher is expected to build and maintain strong relationships with coworkers, children and their families.

### **Essential Functions/Responsibilities**

- Help ensure a safe, nurturing, learning environment for all children enrolled in their class.
- Learn and maintain Center Policy, PA State and National standards and regulations as they relate to the classroom and position.
- Work together with the classroom team to help foster a healthy and productive classroom culture that encourages supportive relationships, open communication, and collaboration within the program.
- Help implement weekly activities created and coordinated by the SACC Lead.
- Accept and execute responsibilities designated by the Lead Teacher or Program Director, such as activity preparations, organizing or cleaning tasks.
- Work with other teachers to ensure cooperation between classrooms and create smooth transitions for children as they grow.
- Engage in ongoing professional development and higher education including enrolling in an approved Child Development Associate course or other approved program.
- Attend all staff meetings
- Participate in Center events and on Center committees as appropriate or as assigned.

### **Minimum Qualifications**

- Commitment to support the mission of DSECC
- High school diploma, GED or enrolled in a childcare specific program
- Excellent communication skills (both written and verbal)
- Ability to lift 35 pounds and move freely about the classroom