



Cross Lutheran Early Childcare Center

Caregiver Job Description

Job Title: Caregiver

Reports to: Center Director

Position: The caregiver will work under the direct supervision for the Director and Lead Teacher. Services must be performed which are necessary in meeting the child's daily needs, ensuring the highest of quality for all children. The following will provide examples of the types of duties required to be performed by the caregiver. The following list is not intended to be all-inclusive and the Director and CLECC Board reserves the right to add, delete, amend and/or modify the duties of this job.

Primary Duties:

- Provide children and families with the highest of quality care.
- Provide accurate, timely, appropriate documentation of all services provided on the child's daily sheet, incident reports, medication reports or any other forms.
- Maintain child confidentiality of records, conferences and family matters.
- Report and document all incidents to the parent and Director.
- Follow all Center policies and procedures.
- Attend staff meetings and in-services as required.
- Use appropriate communication skills while with children, co-workers, parents, and/or Director.
- Log child's attendance daily.
- Be attentive to health, sanitation, nutrition, and safety at all times.
- Implement Christian curriculum and all lesson plans on a daily basis.
- Make sure that lesson plans are being done in the absence of the Lead Teacher.
- Ensure that cleaning requirements are met daily.
- Abide by the State of Michigan Licensing Rules for Child Care Centers and all policies of Cross Lutheran Early Childcare Center.
- Must be capable to attending to every child's need.
- Conduct oneself in a professional manner at all times.

Secondary Duties:

- Be Friendly and courteous to children, parents, co-workers, and Director.
- Be punctual.
- Obtain approval from the Director for personal leave days.
- Demonstrate leadership in training children to be respectful, responsible, kind and well-mannered.
- Value and support each child and co-worker without regard to race, religion, or national origin.
- Construct child focused materials for the classroom.
- Maintain an orderly, neat, and attractive classroom environment.
- Prepare children's breakfast, snack, and lunches per the child's schedule or the classroom schedule.

Qualifications:

- Have a High School Diploma or
- Clear fingerprint eligibility from the Michigan Child Care Background Check (CCBC).
- Be current on CPR, TB Test, Bloodborne Pathogen Training, and First Aid or willing to get within 30 days of start.
- Complete Center Orientation
- Complete 16 state training hours a year.