

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION**

LEAD CAREGIVER

Reports to: Early Learning Center Site Supervisor & Center Director

Period of Employment: 40 hours per week/year-round, 220 days per year

Purpose of Position: The Lead Caregiver is responsible for planning and providing a safe and nurturing quality learning environment for infants and toddlers, aged 6 weeks to 3 years; maintaining parent relationships; collaborating with colleagues; and participating in continuous professional development.

Minimum Qualifications:

- Child Development Associate (CDA) credential with 480 hours of experience or an associate degree in early childhood required, Bachelor's degree preferred
- The Lead Caregiver must meet the health requirements of the State of Michigan Department of Human Services Bureau of Child and Adult Licensing Childcare Licensing Rules (R 400.8128)
- Effective oral and written communication skills
- Professional tact and diplomacy with administration, co-workers, students, parents, and the community
- Ability to lift/carry instructional materials up to 50 pounds
- Adheres to FERPA and District confidentiality policies
- Possess emotional stability, physical stamina, and strength necessary to complete duties, and have an understanding and interest in young children
- Must have regular and reliable attendance

Duties and Responsibilities:

- Primary responsibility at the site level for all operations and maintenance of a safe, caring, and developmentally appropriate educational environment for all children
- Comply with all licensing rules and regulations
- Coordinate and maintain required training hours and certifications through MiRegistry
- Support, evaluate, and plan assignments for classroom assistants and LSSU student workers
- Oversee and maintain accurate and complete child records as required by licensing, district policies, and administrative regulations
- Oversee the daily functioning of the classroom to provide a safe, healthy, and organized learning environment
- Provide direction and support for assistant caregivers assigned to the center and provide input in their job performance evaluations
- Assist in the day-to-day training of assistant caregivers and LSSU student workers
- Professionally represent the school and District in interactions with parents, community, staff, and students
- Maintain all necessary record keeping procedures
- Interact with children to promote cognitive, language, social/emotional, large, and fine motor, and self-help/adaptive skills
- Responsible for the implementation of approved curriculum with fidelity
- Lead planning time and take all team members' ideas into consideration
- Develop lesson plans and make them available to all staff and ancillary providers in a timely manner
- Ensure lesson plans reflect cognitive, language, social/emotional, large, and fine motor, self-help/adaptive growth and needed accommodations based on child's IFSP or behavior plan

- Set-up, carry out, and clean-up of the daily program/lesson plans with assistance from other staff members
- Conduct ongoing child screening and assessment activities with accuracy and timeliness and analyze results to use for lesson planning and continuous improvement
- Familiarize and follow all policies, procedures, and requirements as set forth by site Handbook in accordance with the Early Childhood Standards of Quality and Childcare Licensing Rules
- Attend professional meetings, i.e., staff meetings, IFSPs, educational conferences, and teacher training workshops to maintain and improve professional competence
- Provide for child needs, which may include, but are not limited to toileting and/or diapering, proper lifting and/or transferring (up to 50 pounds), feeding, special education needs, medically related needs and personal hygiene needs of children
- Keep the Site Supervisor informed of site issues or concerns
- Always remain free of substance abuse and/or illegal drug use
- Other related duties as assigned by supervisor

Wages and Fringes:

EDUStaff Contract – \$16-\$18 per hour based on education and experience, with the option of health benefits or cash in lieu