



Provided below is an outline of the qualifications and primary job duties for each position here at Busy Bee. It is essential that staff members be aware of, and fulfill all of their job duties to the best of their abilities as well as work toward acquiring and/or improving their skills in these areas. All teachers and staff members will report to the Director of the facility and Administrator.

#### **Qualifications:**

- Minimum of 12 ECE units
  - 3 units must be in Infant Care/Development
  - The 12 units shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum
- At least six months of experience in a licensed infant care center or comparable group child care program for children under five years of age (paid or volunteer).
- Cleared background check
- Up-to-date on Mandated Reporter (AB1207)
- Updated immunizations (TDAP, MMR, COVID-19)
- Negative TB Test
- Able to lift/carry up to 60lbs

#### **Job Duties:**

- Responsible for the day-to-day operations of the assigned classroom
- Establish policies and procedures for the classroom and outside play which promote a fun, safe, and healthy environment for all learners
- Establish and implement daily schedules/routines
- Create and implement developmentally appropriate curriculum and activities
- Supervise children at all times
- Compliance with all emergency and safety procedures and protocol
- Organize, clean, and sterilize room, equipment, and toys to maintain a clean and orderly environment
- Establish and meet the physical, social, and emotional needs of the children in their care
- Establish and maintain positive relationships with children, parents, and center staff
- Report to parents and director all behavioral issues, health issues/concerns, ongoing developmental goals, and otherwise pertinent information.
- Promote an environment which is warm, fun, caring, and respectful of the needs of both the group and individuals in it
- Chart daily eating and drinking habits
- Change and track/chart diapering hourly
- Maintain a sleep log for children under the age of 24 months.
- Encourage healthy habits, hygiene, and help with toilet training.