



Children's Discovery Academy

General Expectations for all Job Descriptions

CDA is licensed by the state of Michigan and strives to demonstrate quality practices in all areas of early childhood and school-age care for children. All employees are expected to follow licensing, center procedures and policies, and quality standards while working at the Center. The following are the expectations of each staff regarding creating a caring, safe, and healthy learning environment for all our children, families, staff, volunteers, and visitors:

Professionalism

- Know and implement Licensing, CDA Center Policies and Procedures, and Great Start to Quality standards
- Throughout the entire center, assist with maintaining a clean, organized, and inviting atmosphere
- Adhere to the Dress Code Policy for a professional, neat appearance
- Demonstrate a friendly, kind, and caring attitude
 - greet families, children, other staff, and visitors by name as they enter the room/Center
 - actively listen to families as they express needs, concerns, or general conversation
 - provide responsive care to children, attending to all needs promptly and empathically
 - refrain from gossip, complaining, sarcasm, derogatory jokes, harsh tones, and loud voices
 - approach times of conflict with the goal of unity, harmony, and teamwork
- Protect the privacy of all families, children, and other team members by keeping all information confidential
- Engage in professional conversations around children and families, reserving social conversations for times when children and families are not around
- Complete a minimum of 24 training clock hours by December of each year
 - Maintain training as mandated by Licensing, the Center Director, and Great Start to Quality
- Have a teachable and team-oriented spirit
- Have an ability to set and reach goals and objectives
- Take initiative to complete required tasks, and manage time well
- Commit to excellence and the ability to work well with others

Primary Functions and Responsibilities

Caring for and facilitating the development of young children is the focus and priority of all staff.

- Be involved and engaged with the children throughout the caregiving day
- Perform physical activities with the children
 - lifting, balancing, walking, running, squatting, pushing, pulling, reaching, stooping, sitting on the floor or ground, playing outside in various weather conditions, sweeping, scrubbing, mopping, pushing a stroller
- Supervise and monitor children, volunteers, co-workers, materials, events, and the environment to detect or assess problems- children are to be supervised at all times
- Handle all potentially hazardous chemical materials such as chlorine bleach and/or sanitizing solution, and biological material such as breast milk, urine, feces, mucus, vomit, and diarrhea with care as trained
- Perform cognitive functions such as reading, writing, and counting naturally with children throughout daily activities as well as completing required paperwork and documentation
- Communicate with other staff, children, and families openly and in a timely, positive, constructive manner about necessary information, and complete all forms and written communications with neatness and efficiency
- Participate in at least one of each of the following annually: Celebration of the Week of the Young Child, Family Fun Nights, and a Fundraiser to be decided upon by the Board or Family Advisory Group