

Early Childhood Education and Care (ECEC) Employee Categories & Position Summaries

Exempt

- 1 Supervisor (oversees multiple sites)
- 2 Administrative Director (Primarily Administrative duties, 51% or more & at least 45 FTE)

Non-Exempt

- 3 Site Director (PT tea/PT Admin; Primarily non-administrative)
- 4 Assistant Site Director
- 5 Head Teacher/Lead Teacher
- 6 Asst/Team Teacher (can be left alone w/ children)
- 7 Teacher Aide (never left alone w/ children)
- 8 Before & After School Care Teacher (can be left alone w/ children)
- 9 Admin. Asst. / Receptionist
- 10 Bookkeeper
- 11 Cook
- 12 Asst. Cook
- 13 Maintenance
- 14 Grounds Keeper
- 15 Custodian
- 16 Substitutes
- 17 Student Workers (High school & college students who are employees)
- 18 Volunteers and Academic Interns (ECE/CD Student Teachers)
- 19 Contractors **[Note: Contractors not defined below]**

Classifications

- 20 Part-Time Temporary
- 21 Part-Time High Hours
- 22 Part-Time Low Hours
- 23 Less Than Half-Time
- 24 Full-Time Temporary
- 25 Full-Time

Description of Classifications

Full-Time

Assigned to and working a regular schedule of 38 hours per week for a non-specified period.

Part-Time High Hours

Assigned to and working a regular schedule between 30 and 35 hours per week for a non-specified period.

Part-Time Low Hours

Assigned to and working a regular schedule between 19 – 25 hours per week for a non-specified period.

Less Than Half-Time

Assigned to and working a regular schedule of less than 19 hours per week for a non-specified period.

Full-Time Temporary

Employed on a regularly scheduled basis for at least 38 hours per workweek for a period of not more than 89 days. After the 89-day period, the employee will either be converted to regular status or cease employment.

Part-Time Temporary

Employed on a regularly scheduled basis of 35 hours or less for a period of not more than 89 days. After the 89-day period, the employee will either be converted to regular part-time status (high hours or low hours) or to less than half-time or cease employment.

Employee Categories & Position Summaries

Description of Positions

Administrative Staff

Supervisor

This individual has direct responsibility for the overall operation of more than one ECEC program. The Supervisor is an individual who is **not** counted in the student/child ratio; Supervisors have **no** teaching responsibilities.

Administrative Director

This individual has direct responsibility for the overall operation of an ECEC program. The Administrative Director is an individual who is **not** counted in the student/child ratio; Administrative Directors have **no** teaching responsibilities. An Administrative Director must spend 51% or more of his or her working hours performing administrative duties.

Site Director

This individual has direct responsibility for the overall operation of an ECEC program and may or may not be counted in the student/child ratio; Site Directors may or may not have teaching responsibilities. A Site Director spends less than 51% of his or her working hours performing administrative duties.

Assistant Director

This individual supports the director and assists with responsibility for the overall operation of an ECEC program and becomes directly responsible for the program in the absence of a director.

Administrative Assistant/Receptionist

This individual provides support services for the ECEC program, including, but not limited to greeting visitors and clientele, answering phones, paging staff members and maintaining a visitor log. Additional duties may include supporting the administrator, gathering data, record keeping, completing reports, and working on special projects assigned by the administrator.

Bookkeeper

This individual provides support services for the ECEC program by maintaining details of financial transactions.

Educational Staff

Head Teacher/Lead Teacher

All adults who have direct responsibility for the care, supervision, management and curricular planning for a group of young children.

Assistant Teacher/Team Teacher

All adults who have direct responsibility for the care, supervision and management of a group of young children under the supervision of a Head/Lead Teacher. Assistant/Team Teachers must meet established requirements in order to be left alone with a group of children in the absence of the Head/Lead Teacher.

Substitutes

All adults who have direct responsibility for the care, supervision and management of a group of young children under the supervision of a Head/Lead Teacher or director. Substitute Teachers must meet established requirements in order to be left alone with a group of children.

Before & After-School Care Teacher

All adults who have direct responsibility for the care, supervision and management of a group of young children under the supervision of a Head/Lead Teacher or director.

Before

& After-School Care Teachers must meet established requirements in order to be left alone with a group of children.

Student Workers

High school or college students who are employed to work at the ECEC program in various capacities.

Teacher Aide

All adults who have responsibility for the care, supervision and management of a group of young children under the direct supervision of a Head/Lead Teacher or Assistant/Team Teachers. Teacher Aides may not be left alone with a group of children.

Academic Interns

Individual(s) who are completing college-level Early Childhood Education and/or Child Development courses and laboratory requirements who receive course credit rather than remuneration for hours worked in the ECEC program.

Volunteers

Individuals volunteering their time in accordance with Federal law requirements to provide assistance and support under the direct supervision of a Head Teacher/Lead Teacher who are not receiving remuneration for hours worked.

Support Personnel

Cook

The individual responsible for the supervision, management and planning of all meals and snacks including preparing and serving meals; receiving and storing food stuffs and

supplies; maintaining sanitation related to these activities; locating, following, and/or adapting recipes; and may be asked to keep general records and/or inventory.

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Assistant Cook

The individual who works under the supervision of the Cook and assists with the supervision and management of all meals and snacks, including preparation, service and cleanup. Assistant Cooks may perform other related kitchen duties and become responsible for the meal program in the absence of the Cook.

Maintenance

Individual(s) who provides support services for the ECEC program by providing maintenance and related upkeep for facilities, vehicles, and/or equipment and maintaining maintenance records.

Custodian

Individual(s) who provides support services for the ECEC program and responsible for cleaning, general care and upkeep of a building or area. Custodians may perform routine maintenance, maintain cleaning supplies, etc.

Grounds Keeper

Individual(s) who provides support services for the ECEC program by maintaining the grounds of the external facility.