



## **Center Support Staff**

Center Support Staff report to the Director or Center Assistant. Center Support Staff provides the children with developmentally appropriate activities, provides a nurturing environment, and interacts with the children, their parents, staff members, and volunteers. Center Support Staff will actively supervise children to ensure safety in the classroom and on the playground.

### **The Center Support Staff are responsible for:**

- o Room coverage at lunch and other times when necessary.
- o Maintain classroom control, management, and sanitation.
- o Provide a normal routine by maintaining daily schedule adherence.
- o Must keep the Director and Center Assistant informed of situations concerning staff members, children, and parental issues.
- o Maintaining the Center's policies and procedures.
- o Attend on-going training.
- o Additional duties as needed.

### **Requirements are:**

- o HS Diploma or equivalent
- o Completion of Parts I & II of the required DCF Child Care Training (or in progress)
- o Current background checks
- o Completion of 5-hour Birth-Age 3 Early Literacy course (or to be completed within 90 days of hire)
- o Current First Aid and CPR (or willing to obtain)