

# Head Caregiver NICE Daycare Program

**Job Goal:** Provide care, activities and support for children in our NICE Daycare Program in accordance with childcare best practices.

- I. Qualifications:**
  - A. 21 years of age
  - B. Meet one of the following criteria
    - 1. Bachelor's degree or higher in a child-related field
    - 2. Associate's degree in a child-related field and 480 hours of documented related experience
    - 3. High school diploma or GED and 720 hours of documented related experience
  - C. CPR, First Aid and blood borne pathogen training
  
- II. Status:** Exempt; 9-months, Monday-Friday (7:45am – 3:45pm)
  
- III. Compensation and Benefits:** Hourly rate negotiable based on education and experience
  
- IV. Reports To:** Building Principal and District Superintendent
  
- V. Performance Responsibilities:**
  - A. Ensure excellent care for our program's children
  - B. Oversee the day-to-day operations of the NICE Daycare Program
  - C. Oversee staff (if applicable)
  - D. Ensure that the program adheres to all childcare best practices
  - E. Plan and administer activities
  - F. Oversee the registration process and ensure all paperwork is collected and filed
  - G. Collect and account for all fees submitted
  - H. Maintain all required documentation for the NICE Daycare Program
  - I. Other duties as assigned as they relate to the NICE Daycare Program

*Last Updated: Spring 2021*