



## JOB DESCRIPTION – ADMINISTRATOR (STAFF MANAGEMENT)

### QUALIFICATIONS

Must be at least eighteen years of age, qualified as a Curriculum Coordinator or Administrator through DE First (or actively pursuing that goal), and meet the requirements of the licensing agency. Must be able to relate well to children, and be willing to fulfill responsibilities in accordance with the Center's program and philosophy.

### RESPONSIBILITIES

Scheduling of staff and breaks

Sub in as needed

Interviewing and hiring of staff

Completing new hire files and managing all required pieces on to do checklist

Interface with families/ parent/ staff relations

Monitoring brightwheel for staff compliance/ spot checking (forms to be kept in compliance binder)

Monitor staff Classroom daily tracking attendance sheets and forms reflect appropriate ratio/compliance.

Staff Termination Files

Manage OCCL compliance monitoring in classrooms

Opening/Closing center as needed

Parking Lot Rotation assignment

Handling Corrective Actions/Coaching for Staff

Prepare and give out service awards to staff

Employee Name Printed \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_