

JOB DESCRIPTIONS ASSIGNMENT

The student will write job descriptions for Center Director, Assistant Director, Lead Teacher, Assistant teacher, Food Service Manager and Janitor. You may want to look at job descriptions at work sites or look up samples on the web to help you design yours. Each description should be on a separate page in the following format:

Job Title:

PRIMARY PURPOSE: (Bullet items included here)

- Create and maintain a safe and stimulating environment for young children (ages 0-5)
- Etc.

QUALIFICATIONS:

Education/Certification:

Experience:

Special Knowledge/Skills:

Major job responsibilities:

- Ability to communicate effectively (verbal and written).
- Etc.

Physical Demands/Environmental Factors:

Example: Occasional district and statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Item	0	½ Credit	Full Credit	Score
Center Director Job Description (1 ½ points)	Missing or work is of poor quality. Pervasive spelling, grammar, and punctuation errors.	Incomplete. Partial or vague description. Five errors or less.	Complete, organized job description for an early childhood center director. Two errors or less.	
Assistant Director Job Description (1 ½ points)	Missing or work is of poor quality. Pervasive spelling, grammar, and punctuation errors.	Incomplete. Partial or vague description. Five errors or less.	Complete, organized job description for an assistant director in an early childhood center. Two errors or less.	
Lead Teacher Job Description	Missing or work is of poor quality. Pervasive spelling,	Incomplete. Partial or vague description. Five errors or less.	Complete, organized job description for a lead teacher in an early childhood center. Two	

(1 ½ points)	grammar, and punctuation errors.		errors or less.	
Assistant Teacher Job Description (1 ½ points)	Missing or work is of poor quality. Pervasive spelling, grammar, and punctuation errors.	Incomplete. Partial or vague description. Five errors or less.	Complete, organized job description of an assistant teacher in an early childhood education center. Two errors or less.	
Food Manager Job Description (1 ½ points)	Missing or work is of poor quality. Pervasive spelling, grammar, and punctuation errors.	Incomplete. Partial or vague description. Five errors or less.	Complete, organized job description for a food manager in an early childhood center. Two errors or less.	
Janitor Job Description (1 ½ points)	Missing or work is of poor quality. Pervasive spelling, grammar, and punctuation errors.	Incomplete. Partial or vague description. Five errors or less.	Complete, organized job description for a janitor in an early childhood center. Two errors or less.	

SCORE

/9

Job Title:

PRIMARY PURPOSE: (Bullet items included here) Ex:

- Create and maintain a safe and stimulating environment for young children (ages 0-5)

QUALIFICATIONS:

Education/Certification:

Experience:

Special Knowledge/Skills:

Major job responsibilities:

Ex:

- - Ability to communicate effectively (verbal and written).

Physical Demands/Environmental Factors:

Ex: Occasional district and statewide travel; frequent prolonged and irregular hours.