

RECRUITMENT PLAN ASSIGNMENT

Using the job descriptions from previous assignment, the student will design a recruitment plan for finding the best qualified individuals for all of the positions. The plan must be comprehensive and include the wording for print advertisements (Help wanted ads) for all six positions. Length of paper- 800-1000 words

Item	0	½ Credit	Full Credit	Score
Recruitment Plan (2 ½ points)	Missing or work is of poor quality.	Incomplete. Partial or vague description of the recruitment plan.	Complete description of the comprehensive recruitment plan to find the best qualified individuals for the early childhood center.	
Center Director Ad (3/4 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description of the job position. Ad lacks pertinent details/information.	Ad includes enough information to weed out unqualified individuals but not so much information that there are too few qualified applicants.	
Assistant Director Ad (3/4 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description of the job position. Ad lacks pertinent details/information.	Ad includes enough information to weed out unqualified individuals but not so much information that there are too few qualified applicants	
Lead Teacher Ad (3/4 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description of the job position. Ad lacks pertinent details/information.	Ad includes enough information to weed out unqualified individuals but not so much information that there are too few qualified applicants	
Assistant Teacher Ad (3/4 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description of the job position. Ad lacks pertinent details/information.	Ad includes enough information to weed out unqualified individuals but not so much information that there are too few qualified applicants	
Food Service Manager Ad (3/4 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description of the job position. Ad lacks pertinent details/information.	Ad includes enough information to weed out unqualified individuals but not so much information that there are too few qualified applicants	
Janitor Ad (3/4 point)	Missing or work is of poor quality.	Incomplete. Partial or vague description of the job position. Ad lacks pertinent details/information.	Ad includes enough information to weed out unqualified individuals but not so much information that there are too few qualified applicants	
Format (1 point)	Recruitment Plan and advertisements are less than 500 words and/or contain pervasive spelling, grammatical, or punctuation errors.	Recruitment Plan/advertisements are a minimum of 500 words and contain 8 spelling, grammatical, or punctuation errors or less.	Recruitment Plan and advertisements are a minimum of 800 words and contain no more than 4 spelling, grammatical, or punctuation errors.	

CENTER DIRECTOR

Primary Purpose:

- Manage the day to day operation of the centre
- Establish a sustainable and positive learning environment for children (ages 0-5)
- Ensure that learning plans are run according to federal and local protocols.
- Make sure that amenities of the centre are maintained, well managed and that they serve as a complement to staff
- Manage the centre's financial affairs
- Foster an enticing, secure and happy ecosystem for learners
- Continuously engage the caregivers in line with child development and procedures of the centre.
- Coordinate the budgeting process well as accounts to ensure profitability
- Formulate and maintain a marketing and communication plan

QUALIFICATIONS

Education/Certification:

The preferable candidate is in possession of an Associate's or bachelor's degree in Management Studies, or any related field. Licensure with relevant bodies is a must. Proof of compliant with federal laws governing childcare.

Experience:

At least seven years of compressive experience of which four must be in a child development center. Demonstrate able experience managing finances and budgeting.

Special Knowledge/skills:

Must possess outstanding communication skills both verbal and on paper. Indisputable dispute resolution, organizational and time management skills. The preferred candidate must be a friendly and approachable demeanor

Major Job Responsibilities:

- General running of the centre
- Maintaining a clean record of the centre with the underlying society
- Ensure that professionalism is upheld by all staff
- Ensure a conducive working environment for all the staff
- Conduct professional hiring processes for any vacant positions
- Ensure availability of the required material for the effective learning process

Physical Demands/Environmental Factors:

The post holder will have frequent contact with children. 80% of the working time be occupied by travels to villages within the supported area conducting family visits and child development evaluation.

ASSISTANT DIRECTOR

Primary purpose:

- Implementing activities that accommodate those with special needs
- Planning and facilitation of daily, weekly, and monthly events
- In charge of children enrolment
- Assist the director in supervising and evaluating the performance of enrolled children
- Evaluating the centre's development progress
- In charge of the centre's logistics and operations
- Training and motivating volunteer personnel and other staff
- Reporting medical concerns and observations to the director for action

QUALIFICATIONS

Education/Certification:

Be a graduate with an associate degree in child development studies and or a higher diploma in or a closely related course. Licensure with relevant bodies is a must. A certificate of compliance with federal laws governing children is desired.

Experience:

At least three years of comprehensive experience in supervisory roles. Demonstrate-able experience working with vulnerable children is preferred. At least one year of experience working with children from birth through pre-school is an added advantage.

Special knowledge/skills:

Indisputable verbal communication skills well as written. Have outstanding interactive skills, a clear understanding of early childhood growth and development well as the ability to apply the understanding to the relevant activities of the center. The preferred candidate can model appropriate interactions amongst the children

Major Job Responsibilities:

- Help manage all the employee records
- Implementing safety procedures, and enforcing adherence
- Plan and implement socialization, relaxation and recreation activities
- Keeping the inventory and other records of the centre regarding the interests of participants
- Assisting the Director in recruitment and new staff
- Assume all duties of the centre director in his/her absence

Physical demands/Environmental factors:

This person works with infants and young. This calls for one with enough physical mobility and communication ability for a profitable interaction with the children and staff in the daily running of activities. 75% of the working hours will be spend contacting home visits

LEAD TEACHER

Primary purpose:

- Create and implement guidelines aimed at guiding children's conduct and processes of upholding order
- Offer a multiplicity of resources and materials for learners to explore, manipulate and utilize both in study events and artistic play
- Establish and lead activities intended to stimulate hands-on, mental, and social growth such as sports
- Be the custodian of all recreational tools in the centre
- In charge of all the learning material for all the class levels
- Formulate the learning schedules as per the provided curriculum and learning guideline

QUALIFICATIONS

Education/Certification:

Possess a High school diploma or equivalent in early childhood education. Certification in child development studies is an added advantage. Have a clean record with law enforcement bodies. Licensure by the relevant bodies is a must.

Experience:

At least three years of teaching experience in a child development center. Two years of experience working with children of (0-5 years). Demonstrate able experience working in a busy teaching environment and with children of different abilities.

Special knowledge/Skills:

The desired candidate must possess exceptional communication, teaching, and interpersonal skills. Be sociable with a high understanding of child development stages. Psychosocial counselling skills is an added advantage

Major Job Responsibilities:

- Ensure that teachers fully follow curriculum guideline
- Make sure that the teaching environment is compliant to the set standards
- Fully assimilate the newly enrolled children in the system
- Maintain all children record for easy evaluation of the progress
- Assist in children progress evaluation and performance

Physical demands/Environmental factors:

Working with the children will require the candidate to be able to answer to the physical requirements of the children. 80% of the working time will have full engagement with the children which calls for a clear know how of the child development process. Be thorough and caring with an eye for detail.

ASSISTANT TEACHER

Primary Purpose:

- Impart elementary skills such as colour, form, numeric, recognition of letters, individual cleanliness, and societal existence skills
- Help in reciting written content to the intended classes or small class sub-divisions.
- Offer psychosocial support to the learners
- Identify and support learners with signs of challenges in their emotions, health, and personal development.
- Organize and oversee evaluative meetings with the responsible caregivers and guardians to deliberate on their children's advancement and essentials.
- Define priorities of the learners and propose means of promoting their learning and progress
- Administer tests as evaluative means for determining the developmental heights, requirements, and potentials of the children

QUALIFICATIONS

Education/Certification:

Be a diploma holder in early childhood education. Professional training in developmental studies is an added advantage. Proof of compliance with the law requirements governing childcare and development. Certification in psychological counseling is desired

Experience:

Three solid years of teaching experience of which one must be in a bust child development center. Have a traceable record of experience dealing with children from birth to five years. Experience dealing with children abled differently is desired.

Special knowledge/Skills

Possess an exceptional understanding spirit. Ability to offer psychosocial support to the children and caregivers. Have a clear understanding of the developmental stages of the children and the attached behaviors. Be sociable demeanor.

Major Job responsibilities:

- Ensure that there is a positive developmental growth of the children
- Perform administrative responsibilities like cafeteria monitoring
- Ensure safe boarding and dropping of the children to and from the school bus
- Formulate and oversee remedial programs for learners in need of extra help

Physical demands/Environmental factors:

80% of the working time will be with children. This will require the appointed personnel to have the right physical stand to help the physical requirements of the children.

FOOD SERVICE MANAGER

Primary purpose:

- Be part of the recruitment team whenever regarding food service delivery
- Assist in managing food order and consumption inventory together with the procurement officer
- Make critical decisions regarding preparation of food for the children
- Take lead in inspection of food supplied to the centre
- Make sure that all the staff remain compliant to health and food safety guidelines

QUALIFICATIONS

Education/Certification:

Holder of a diploma in Food nutrition and dietetics. A bachelor's degree in a relevant field is desired. Must have clear records with law enforcement bodies with an updated certificate of compliance with laws governing the food industry. Be registered with the relevant bodies (must have valid proof).

Experience:

Four years of experience in the food industry preferably in fresh consumables. Demonstrate-able experience working with the Orphans and vulnerable children programs. Experience working in a busy environment requiring full-time participation will be an added advantage.

Special knowledge/Skills:

Exceptional organizational skills and demonstrate-able interest in working with children below five years. Ability to comfortably interact with children from different backgrounds and of varied characters. Knowledge of dieting needs especially for young children.

Major Job Responsibilities

- Ensure that food is available for preparation daily
- Ensure that the centre's feeding program is in line with the state's guidelines
- Ensure that children are given a balanced diet as per the human growth requirements
- Ensure that a clean inventory is well kept and updated daily

Physical demands/Environments:

The preferred candidate will be a full-time employee working eight hours in a day with a possibility of extra time which shall be compensated according to the requirements of labor laws. 95% of working time will be spent within the center with the remaining five covering meetings and seminars attended regarding food nutrition.

JANITOR

Primary Purpose

- Chief cleaner of the premise floors and bear land
- In charge of the children's cleanliness
- To make sure that the children's clothes are cleaned, dried and availed on need basis
- Ensure that all doors are kept under lock and key for security enhancement
- Ensure that any trash around the compound is gathered and safely disposed of according to waste disposal guideline
- Make sure that the lawn is mowed regularly to keep a neat compound
- In charge of meeting hall set-ups and removal of the relevant apparatus after the meeting
- Make sure that windowpanes, furniture, and washrooms are clean all the time
- Help in changing the children diapers

QUALIFICATIONS

Education/Certification:

In possession of basic arithmetic skills. A high school diploma is an added advantage. Basic training on cleaning and or garbage management is desired

Experience:

Two years of working experience as a janitor with written proof of working with children under five years. Experience working in a busy environment is an added advantage.

Special knowledge/Skills:

Basic communication and interpersonal skills are a must. Interest working with children is a plus for the appointed officer. A clear understanding of garbage collection and disposal guidelines is a must. Have a good understanding of the operation of the relevant machinery for cleaning and waste management system.

Major Job Responsibilities:

- Ensure that all the floors are clean
- Make sure that trash bins are emptied and availed for continuous collection
- Ensure that the waste management machinery is well maintained
- Make orders of new tools needed for cleaning on need basis
- Ensure that the hygiene of the centre is maintained according to the state's laws

Physical Demands/Environmental Factors:

The job requires that the appointed person be stationed at the center for a continuous cleaning process. 95% of the working time will be within the premise interacting largely with the children. This, therefore, requires a person with a heart for children

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.
