



Job Descriptions

All Employees

General Responsibilities

- Passes a criminal background check
- Follows Kingdom Kids' mission, vision, and core values
- Demonstrates competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities
- Relates to children and their parents with courtesy, respect, acceptance, understanding, patience, and never yelling
- Recognizes and respects the uniqueness and potential of all children, their families, and their cultures to create a enjoyable, welcoming atmosphere
- Ensures that no child is abused, neglected, or exploited while at Kingdom Kids
- Reports suspected abuse, neglect, and exploitation to DFPS as specified in the Texas Family Code, §261.101.
- Exhibits excellent communication skills with directors, coworkers, and parents
- Remains calm and gives clear directions in the event of an emergency
- Undergoes a 90 day probationary period and completes all necessary forms within one week of being hired
- Knowledge of Texas *Minimum Standards for Childcare Centers* (scan QR Code) or a willingness to learn them as they apply to your role
- Complies with Minimum Standards at all times
- Subject to Kingdom Kids' Drug & Alcohol Policy
- Protects the privacy and confidentiality of information pertaining to families, children, team members, administration, and Board of Directors
- Supports Kingdom Kids' efforts to provide quality care and does not participate in defamation or slander of the daycare or its staff



Caregiver

Supervisory Responsibilities/Reports To:

- No supervisory responsibilities
- Reports to the Director and Assistant Director

Education & Experience:

- Highschool Diploma or GED

Required Skills & Abilities:

- Knowledge of Texas *Minimum Standards for Childcare Centers* or a willingness to learn them, and complies with Minimum Standards at all times
- Certified or willing to get certified in Pediatric First Aid & CPR by a program approved by the American Heart Association
- Current Texas Food Handlers Permit through and accredited program, or willingness to get one
- **Must complete state required trainings: 24 hrs pre-service and 24 hrs annually**

Physical Requirements:

- Prolonged periods of standing, sitting on the floor, and frequent bending
- Must be able to lift up to 50 pounds at a time
- Will be exposed to illness-causing bacteria and viruses if children attend Kingdom Kids while sick or become sick while in our care

Duties & Responsibilities (in addition to general responsibilities for all employees):

- Cares for and attends to the needs of children in their group at all times, providing the level of supervision necessary to ensure each child's safety and well-being such as physical proximity and auditory/visual awareness (*including on the playground*)
- Knows the names and the number of children they are responsible for and the proper child-caregiver ratio that must be maintained based on their children's ages
- Ensures continuity of care for children by sharing with incoming caregivers information about each child's activities during the previous shift and any verbal or written instructions given by the parent
- Follows the Kingdom Kids biblically-based curriculum and helps plan and execute activities when required, such as crafts or recreational activities
- Provides care that is consistent with the child's habits, interests, strengths, and special needs and sets appropriate behavior expectations based on the child's current stage of development
- Positively encourages children's emotional, social, and physical development, fine and gross motor skills, positive self-image, and developmentally appropriate independence, while monitoring signs of developmental concerns
- Uses proper hand washing techniques, can change diapers, and help children with potty training or using the bathroom
- Follows safe-sleep practices and discipline procedures
- When not supervising children, performs janitorial duties such as cleaning and sanitizing toys, furniture, play equipment, bathrooms, and the kitchen
- When not supervising children, helps with food preparation for children
- Accurately fills out paperwork when necessary, such as infant daily reports, administration of medications, or medical accident reports
- Open to receiving guidance and constructive criticism and performs other related duties as assigned
- If assigned to the infant room, can attend to infant's individual needs and maintain their unique schedules, prepare and give bottles, snacks and food as needed

Driver

Applies to any caregiver transporting children, the Director & Assistant Director

Supervisory Responsibilities/Reports To:

- No supervisory responsibilities
- Reports to the Director and Assistant Director

Education & Experience:

- Highschool Diploma or GED and is 21 years of age or older
- Has a valid driver's license and a clean driving record (No DUI's or DWI's)
- Must meet caregiver qualifications to be counted in the child-caregiver ratio
- **Must complete 2 hours transportation before driving children and annually**

Required Skills & Abilities:

- Knowledge of Texas *Minimum Standards for Childcare Centers* (QR Code above), especially those pertaining to transportation, or a willingness to learn them, and complies with Minimum Standards at all times
- Certified or willing to get certified in Pediatric First Aid & CPR by a program approved by the American Heart Association

Physical Requirements:

- Must be able to lift up to 50 pounds at a time
- Will be exposed to illness-causing bacteria and viruses if children attend Kingdom Kids while sick or become sick while in our care

Duties & Responsibilities (in addition to general responsibilities for all employees):

- Complies with Minimum Standards at all times and never leaves the vehicle unattended with children inside
- Knows which children are being transported, the number of children being transported, and the children's names
- Ensures the driver and each child are buckled and have the appropriate car seat:
 - **Forward-facing child safety seat, safety vest or harness for 3-year-olds (regardless of weight) & 4-year-olds (39 pounds or less)**
 - **Forward-facing child safety seat, booster seat, safety vest or harness for 4-year-olds (40 pounds or more) & children ages 5-7 (regardless of weight)**
- Takes attendance before driving, and when exiting the vehicle, always uses the list of children to verify each child by name, checking inside the vehicle and under each seat and asking a second person to check the vehicle

Cook

Supervisory Responsibilities/Reports To:

- No supervisory responsibilities
- Reports to the Director and Assistant Director

Education & Experience:

- Highschool Diploma or GED

Required Skills & Abilities:

- Knowledge of Texas *Minimum Standards for Childcare Centers (QR Code above)*, especially those pertaining to transportation, or a willingness to learn them, and complies with Minimum Standards at all times
- Certified or willing to get certified in Pediatric First Aid & CPR by a program approved by the American Heart Association
- Current Texas Food Handlers Permit through and accredited program or willingness to get one

Physical Requirements:

- Must be able to lift up to 50 pounds at a time
- Must be able to use all kitchen utensils and equipment
- Will be exposed to illness-causing bacteria and viruses if children attend Kingdom Kids while sick or become sick while in our care

Duties & Responsibilities

- Practices proper food safety according to state and minimum standards
 - *Sanitizes food service equipment, dishes, and utensils after each use*
 - *Washes reusable napkins, bibs, and tablecloths after each use*
 - *Discards single-service napkins, bibs, dishes, and utensils after use*
 - *Does not prepare food with open wounds and/or any injury that inhibits hand washing, such as casts, bandages, or braces*
 - *Serves children's food on plates, napkins, or other sanitary holders such as a high chair tray, and does not place food on a bare table or eating surface, which includes the floor*
 - *Does not serve foods that present a risk of choking for infants and toddlers or expired foods*
 - *Covers all food stored in the refrigerator*
 - *Does not store poisonous or toxic materials and cleaning supplies with food*
 - *Does not leave food cooking unattended*
- Wears a ball cap, hairnet, or chef's cap when preparing food
- Helps prepare and serve breakfast, lunch, and afternoon snack for each group at the appropriate time and temperature and checks attendance before beginning such preparations
- Follows the menu and documents any substitutions that are made
- Uses the correct serving sizes provided by the U.S. Department of Agriculture
- Ensures the water dispenser is in good repair and continually stocked so children have a constant access to drinking water
- Maintains a clean organized kitchen, including all utensils and equipment, the refrigerator and freezer, countertops, faucets, cabinets (in and out), trash, and floor
- Plans grocery lists for the director and puts away groceries
- Helps with the paperwork for the Child and Adult Care Food Program (CACFP) (*reimbursement program for meals*)

Director

Supervisory Responsibilities/Reports To:

- Reports to the Sundown Church Board of Directors

Education & Experience:

- Highschool Diploma or GED
- Meets Minimum Standards director qualifications for education and experience and has proof of such qualifications
- Previous experience a budgeting and supervisory role preferred

Required Skills & Abilities:

- Knowledge of Texas *Minimum Standards for Childcare Centers (QR Code above)*, especially those pertaining to transportation, or a willingness to learn them, and complies with Minimum Standards at all times
- Certified or willing to get certified in Pediatric First Aid & CPR by a program approved by the American Heart Association
- Current Texas Food Manager or Handlers Permit through and accredited program or willingness to get one
- **Must complete state required trainings: 30 hours annually**

Physical Requirements:

- Must be able to lift up to 50 pounds at a time
- Able to stand for long periods and sit on the floor when caring for children.
- Will be exposed to illness-causing bacteria and viruses if children attend Kingdom Kids while sick or become sick while in our care
- Must be able to use a computer, type on a keyboard and use office supplies such as a telephone, copier, scissors, a stapler, and paperclips
- Must be able to use all kitchen utensils and equipment

Duties & Responsibilities

- Ensures Kingdom Kids complies with all minimum standards at all times
- Must be present at Kingdom Kids a minimum of 75 percent of the operating hours each week or a minimum of 30 hours per week, whichever is less (*field trips count as being present at the operation*)
 - May be absent temporarily for vacation, sickness, professional development (giving or receiving), or Kingdom Kid business such as grocery shopping, post office or bank runs
- Accepts responsibility for new employee orientation as required by minimum standards
- Accepts responsibility for seeing that all maintenance and housekeeping duties in the classrooms, bathrooms, kitchen, office and playground are completed
- Accepts responsibility for the Kingdom Kids budget
- Arranges an attractive building climate that encourages exploration, creativity, and decision-making by the children
- Ensures all rules and regulations are observed and followed at all times
- Provides supervision and assistance to all staff and coordinates staff meetings and trainings
- Maintains inventory of supplies needed to run Kingdom Kids such as janitorial supplies, art and other classroom supplies, office supplies, and food
- Assesses each child's developmental needs and plans parent teacher conferences as necessary

- Performs other Kingdom Kids roles such as teaching, cooking, and cleaning when needed or in the case of an unexpected absence
- Maintains a good rapport with parents and schedules meetings as requested, handles employee and parent complaints, addresses parents when issues arise such as tardiness, and can refuse enrollment if necessary
- Invoices parents, ensures payments are made, ensures late fees are applied when necessary, and prepares tax forms for parents annually
- Prepares payroll information for Sundown Church Secretary and ensures paychecks are dated and delivered on time as well as end of the year tax forms
- Attends weekly staff meetings at Sundown Church and prepares a monthly report for the Sundown Church Board of the overall state of Kingdom Kids
 - Works with Sundown Church Secretary to provide information necessary for the financial report
- Pays bills and/or ensures Sundown Church Secretary has information necessary to pay them on time
- Keeps current and accurate records for all staff and children at Kingdom Kids according to state requirements and submits required reports to the state in a timely fashion when required
- Makes sure fire and sanitation inspections are completed annually, and checks that fire safety equipment is in proper working condition on a monthly basis
- Ensures Emergency Preparedness Plans are current, staff are trained on the plans, and that emergency practice drills are performed and recorded according to state requirements
 - Maintains up to date emergency medical transport and treatment authorization forms in the emergency binders located in each classroom, the van, and the office
- Ensures vehicle safety and schedules repairs as necessary
 - Keeps an accurate record of children being transported for the van binder
 - Confirms parents provide the correct car seat for the age and weight of their child
 - Checks that the vehicle fire extinguisher is in good working order
- Along with the Assistant Director, develops the biblical based curriculum that will be used in each classroom according to the developmental needs of each group
- Assists lead teachers in implementing curriculum in their classrooms and providing other help as needed
- Administers medicine according to state requirements
- If no Assistant Director is employed, the director will create and implement menus according to the USDA guidelines

Assistant Director

Supervisory Responsibilities/Reports To:

- Supervisory Role
- Reports to the Director first and Sundown Church Board of Directors second

Education & Experience:

- Highschool Diploma or GED
- Previous experience in licensed child care and a supervisory role preferred

Required Skills & Abilities:

- Knowledge of Texas *Minimum Standards for Childcare Centers (QR Code above)*, especially those pertaining to transportation, or a willingness to learn them, and complies with Minimum Standards at all times
- Certified or willing to get certified in Pediatric First Aid & CPR by a program approved by the American Heart Association
- Current Texas Food Manager or Handlers Permit through and accredited program or willingness to get one
- **Must complete state required trainings: 24 hrs pre-service and 24 hrs annually**

Physical Requirements:

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- Must be able to use all kitchen utensils and equipment
- Must be able to use a computer, type on a keyboard and use office supplies such as a telephone, copier, scissors, a stapler, and paperclips

Duties & Responsibilities

- In addition to the duties as a Caregiver, the Assistant Director will:
 - Plan menus according to the USDA & CACFP guidelines and submit paperwork for the reimbursement program and help cook if necessary
 - Plan grocery lists and help maintain a clean and organized kitchen
 - Along with the Director, develop the biblical based curriculum that will be used in each classroom according to the developmental needs of each group
 - Assist lead teachers in implementing curriculum in their classrooms and providing other help as needed
 - Assist the Director in the day to day operation as needed by:
 - Being in charge when the Director is away from the operation
 - Helping implement Kingdom Kids' Emergency Preparedness Plans
 - Helping ensure Kingdom Kids is in compliance with minimum standards
 - Helping with budgeting, payroll, invoicing, bill pay, office paperwork and reports, parent conferences, and groceries as necessary