

ECE EMPLOYEE CATEGORIES & POSITION SUMMARIES

Exempt

- 1 Supervisor (oversees multiple sites)
- 2 Administrative Director (Primarily Administrative duties, 51% or more & at least 45 FTE)

Non-Exempt

- 3 Site Director (PT tea/PT Admin; Primarily non-administrative)
- 4 Assistant Site Director
- 5 Head Teacher/Lead Teacher
- 6 Asst/Team Teacher (can be left alone w/ children)
- 7 Teacher Aide (never to be left alone w/ children)
- 8 Before & After School Care Teacher (can be left alone w/ children)
- 9 Admin. Asst. / Receptionist
- 10 Bookkeeper
- 11 Cook
- 12 Asst. Cook
- 13 Maintenance
- 14 Grounds Keeper
- 15 Custodian
- 16 Substitutes
- 17 Student Workers (High school & college students who are employees)
- 18 Volunteers and Interns (ECE/CD Student Teachers)
- 19 Contractors

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Description of Positions – Administrative Staff

Supervisor: This individual has direct responsibility for the overall operation of more than one ECE program. The Supervisor is an individual who is **not** counted in the student/child ratio; has **no** teaching responsibilities. Unless working part-time, the Supervisor meets the federal government's criteria for an exempt employee. The exempt-classified Supervisor working full-time qualifies for full benefits as outlined by the local conference office.

Administrative Director: This individual has direct responsibility for the overall operation of an ECE program. The Administrative Director is an individual who is **not** counted in the student/child ratio; has **no** teaching responsibilities. An Administrative Director must spend 51% or more of their working hours performing administrative duties, not clerical duties. In addition, the ECE program must maintain an enrollment no less than 45 full time equivalent clientele. An Administrative Director meets the federal government's criteria for an exempt employee. The exempt-classified Administrative Director working full-time qualifies for full benefits as outlined by the local conference office.

Site Director: This individual has direct responsibility for the overall operation of an ECE program and is counted in the student/child ratio; may also have teaching responsibilities. A Site Director spends less than 51% of their working hours performing administrative duties and the ECE program maintains an enrollment of 45 or fewer full time equivalent clientele. The Site Director does not meet the federal government's criteria for an exempt employee; is classified as non-exempt. The Site Director working full-time qualifies for full benefits as outlined by the local conference office.

Assistant Director: This individual supports the director and assists with responsibility for the overall operation of an ECE program and becomes directly responsible for the program in the absence of a director. The Assistant Director does not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. The Assistant Director working full time qualifies for full benefits as outlined by the local conference office.

Administrative Assistant/Receptionist: This individual provides support services for the ECE program, including, but not limited to greeting visitors and clientele, answering phones, paging staff members and maintaining a visitor log. Additional duties may include supporting the administrator, gathering data, record keeping, completing reports, and working on special projects assigned by the administrator. An Administrative Assistant/Receptionist does not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. The Administrative Assistant/Receptionist working full time qualifies for full benefits as outlined by the local conference office. The Administrative Assistant/Receptionist working part time may receive applicable retirement benefits, but no health care benefits.

Bookkeeper: This individual provides support services for the ECE program by maintaining details of financial transactions. The Bookkeeper does not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. The Bookkeeper working full time qualifies for full benefits as outlined by the local conference office. The Bookkeeper working part time may receive applicable retirement benefits, but no health care benefits.

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Description of Positions – Educational Staff

Head Teacher/Lead Teacher: All adults who have direct responsibility for the care, supervision, management and curricular planning for a group of young children. The Head Teacher/Lead Teacher does not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. The Head Teacher/Lead Teacher working full time qualifies for full benefits as outlined by the local conference office. The Head Teacher/Lead Teacher working part time may receive applicable retirement benefits, but no health care benefits.

Assistant Teacher/Team Teacher: All adults who have direct responsibility for the care, supervision and management of a group of young children under the supervision of a Head/Lead Teacher. Assistant/Team Teachers must meet established requirements in order to be left alone with a group of children in the absence of the Head/Lead Teacher. The Assistant Teacher/Team Teacher does not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. The Assistant Teacher/Team Teacher working full time qualifies for full benefits as outlined by the local conference office. The Assistant Teacher/Team Teacher working part time may receive applicable retirement benefits, but no health care benefits.

Substitutes: All adults who have direct responsibility for the care, supervision and management of a group of young children under the supervision of a Head/Lead Teacher or director. Substitute Teachers must meet established requirements in order to be left alone with a group of children. Substitutes do not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. Substitutes do not receive benefits.

Before & After-School Care Teacher: All adults who have direct responsibility for the care, supervision and management of a group of young children under the supervision of a Head/Lead Teacher or director. Before & After-School Care Teachers must meet established requirements in order to be left alone with a group of children. Before & After-School Care Teachers do not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. Before & After-School Care Teachers do not receive benefits.

Student Workers: High school or college students who are employed to work at the ECE program in various capacities. Student Workers do not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. Student Workers do not receive benefits.

Teacher Aide: All adults who have responsibility for the care, supervision and management of a group of young children under the direct supervision of a Head/Lead Teacher or Assistant/Team Teachers. Teacher Aides may not be left alone with a group of children. Teacher Aides do not meet the federal government's criteria for an exempt employee; they are classified as non-exempt. Teacher Aides working full time qualifies for full benefits as outlined by the local conference office. Teacher Aides working part time may receive applicable retirement benefits, but no health care benefits.

Interns: Individual(s) who are completing college-level Early Childhood Education and/or Child Development courses and laboratory requirements who receive course credit rather than remuneration for hours worked in the ECE program.

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Volunteers: Individuals providing assistance and support under the direct supervision of a Head Teacher/Lead Teacher and not receiving remuneration for hours worked.

Description of Positions – Support Personnel

Cook: The individual responsible for the supervision, management and planning of all meals and snacks including the preparation and service of meals, receiving and storing of food stuffs and supplies, and sanitation related to these activities; may be asked to keep general records and/or inventory; locates, follows, and/or adapts recipes . The Cook does not meet the federal government’s criteria for an exempt employee; they are classified as non-exempt. The Cook working full time qualifies for full benefits as outlined by the local conference office. The Cook working part time may receive applicable retirement benefits, but no health care benefits.

Assistant Cook: The individual who works under the supervision of the Cook and assists with the supervision and management of all meals and snacks, including preparation, service and cleanup; may perform other related kitchen duties and become responsible for the meal program in the absence of the Cook. The Assistant Cook does not meet the federal government’s criteria for an exempt employee; they are classified as non-exempt. The Assistant Cook working full time qualifies for full benefits as outlined by the local conference office. The Assistant Cook working part time may receive applicable retirement benefits, but no health care benefits.

Maintenance: Individual(s) who provides support services for the ECE program by providing maintenance and related upkeep for facilities, vehicles, and/or equipment and maintains maintenance records.

Custodian: Individual(s) who provides support services for the ECE program; often an independent contractor responsible for cleaning, general care and upkeep of a building or area; may perform routine maintenance, maintain cleaning supplies, etc.

Grounds Keeper: Individual(s) who provides support services for the ECE program; often an independent contractor.