

Sample Organizational Chart for Daycare Center

Childcare centers can consist of one person providing care out of their home, a large corporation with upper management and a full organizational structure, or somewhere between. Either way, it is important to outline the positions and responsibilities of each member of the childcare team.



Director

Childcare center directors supervise and lead staff, design program plans, oversee daily activities, and prepare budgets. Duties include:

- Supervising preschool teachers and childcare workers
- Hiring and training new staff members, and providing professional development opportunities for staff
- Establishing policies and communicating them to staff and parents
- Decides on the child care management software used for the daycare and serves as an administrator for it



Assistant Director

Assistant directors of childcare centers involve developing and refining strategies and lessons for child development. Duties include:

- Assisting the director with planning, managing, marketing, and directing a childcare center
- Work with the director and teachers to establish, check, and revise the curriculum
- Supervise and evaluate teachers, mentoring, and training to help improve their skills



Administrative Assistant

Administrative assistants in childcare perform routine administrative functions. Duties include:

- Answering phones and providing information, taking messages, or transferring calls
- Greeting visitors or callers and handling their inquiries
- Operating office equipment



Head Teacher

The lead teacher handles the day-to-day management of the teaching staff, classrooms, playground, and general supervision of the center. Duties include:

- Implementing daily, weekly, and monthly lesson plans and activities
- Creating the weekly staff schedule
- Providing feedback to improve teachers skills



Assistant Teacher

A daycare assistant teacher assists and leads teachers in the care, supervision, and education of children in childcare centers. Duties include:

- Reviewing learning material with students
- Supervising students in class
- Help teachers prepare for lessons



Cook

The cook handles preparing and serving attractive, nutritional meals for the children. Duties include:

- Preparing breakfast, lunch, and afternoon snacks
- Preparing appropriate amounts of food per classroom
- Make weekly food orders and maintain a clean and organized kitchen



Janitorial Staff

Janitors provide custodial and minor maintenance for the daycare center. Duties include:

- Daily cleaning of classrooms, office, bathrooms, and common areas
- Inventory control of cleaning supplies
- Routine inspections and regular upkeep

Smartcare offers the resources you need for all things to create an organizational chart for a daycare center.

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