

Little Angels Day Care Center, Inc.

2720 W. 43rd Street

Kansas City, KS 66103

(913) 362-5192

Please email all resumes to: Alexanderchristy7@gmail.com

Christy Alexander, Program Manager

Little Angels Day Care Center is currently seeking energetic, dependable, and creative individuals for full-time & part-time positions at our multicultural learning center.

Administrative Assistant

Responsible for administrative duties as well as classroom coverage as needed.

The successful candidate will have:

- Basic computer skills
- High School Diploma or GED
- Strong organizational skills

Teacher's Assistant/Floater

Responsible for helping with lessons plans, classroom coverage, meal preparation, and maintaining a clean, safe environment.

The successful candidate will:

- Enjoy working with children
- Have a High School Diploma or GED
- Ability to multi-task
- No experience required

Lead Teacher

Responsible for leading classroom learning and training staff as needed.

The successful candidate will:

- Maintain a safe play environment and ensure compliance of KDHE regulations
- Provide experiences and lesson plans to support children's development and learning
- Maintain good record keeping
- Meet personal care needs such as feeding, diapering, and toilet training
- Assist in food prep and serving meals to children/Sanitize toys and play equipment
- High school diploma and some college credit (optional)

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Director

A Full-Time position responsible for the day-to-day operations of the center and facilitate the involvement of parents and families in a loving, safe learning environment.

The successful candidate will:

- Develop and maintain positive relationships with parents, students, and staff
- Plan and provide developmentally appropriate experiences and lesson plans to support children's development and learning
- Set deadlines for teachers to turn in lesson plans; keep lesson plans organized
- Train and communicate with teachers/staff
- Manage classroom supplies
- Ensures that center is compliant with all federal, state, and company regulations
- Ensures a safe environment by maintaining organized, clean and appealing facility; knowledgeable in emergency preparedness; provide routine first aid in cases of minor injury and incident reporting

Requirements

- Possess an Associate's Degree or Bachelor's degree in Early Childhood. We may also accept a degree in another field *with at least 12 hours in child development or childhood education*
- Possess a Kansas director's certificate or will obtain within six months of hire
- At least one year of experience working in a licensed child care facility
- Ability to sit, stoop, bend to low level positions to best allow interactions with students
- Current CPR and First Aid training
- Training in Child Development, Child Abuse and Neglect, Signs and Symptoms of illness, and Safe Sleep Practices
- Pass fingerprint and background check