



How to Create a Job Description

We all know we want to hire someone that loves working with children, but what else do you need to ask to make sure this new addition will be the right fit for your program? Finding the right person can be difficult if you do not have a clear understanding of what exactly you are looking for as an employer. It all starts by going through some questions to pull out the desired traits that are really important to you, your clients, and other staff members.

Things to consider regarding the position

1. What qualities are you looking for from an employee to match your program's mission/vision and/or philosophy?
2. What will be the hourly requirements for this position (PTE, FTE, Float)?
3. What experience/documents would you like this employee have (Aim4excellence, CPR & first aid, Montessori certification)?
4. What training/educational level are you seeking for this position (GF Career Pathways C, CDA, AA, BA or BS)?
5. What criteria do you have concerning further educational training?
6. What will be your wage range for this position?
7. What benefits are you able/willing to offer?

Things to include in your job description

1. What are the specific duties for this position?
2. What are your expectations pertaining to early childhood development and behavior management?
3. What are your expectations pertaining to environment set up, lesson plan creation and implementation?
4. What are your expectations pertaining to collaborative planning and duties regarding non typical hours (parent-teacher, family night, special programs)?
5. What are your expectations pertaining to professionalism and communication with staff, management, parents?

Once you have answered all of these questions, it is now time to move towards creating the job description. A job description will allow you to be clear on your expectations for this staff member. Then, from the job description, an evaluation document can be created to help guide reviews, increased wages, educational goals, and areas of needed improvement.