

# Child Care JOB LINE

# 2009-10 Job Position Description

~Submit one job position description for EACH job opening~

<b>Today's Date:</b>	
Name of Center:	
Contact Person:	Signature:
Address:	
City:	Zip Code:
Telephone:	Hours to call: to:

<b>Position Available:</b>
<input type="checkbox"/> Lead Teacher <input type="checkbox"/> Assistant Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Other

<b>Check all that apply:</b>	
<input type="checkbox"/> working with infants	<input type="checkbox"/> working with school age after school
<input type="checkbox"/> working with toddlers	<input type="checkbox"/> working with school age before/after school
<input type="checkbox"/> working with 2 year olds	<input type="checkbox"/> supervising staff
<input type="checkbox"/> working with 3 year olds	<input type="checkbox"/> transporting children
<input type="checkbox"/> working with 4 year olds	<input type="checkbox"/> preparing meals and snacks
<input type="checkbox"/> working with 5 year olds	<input type="checkbox"/> other
<input type="checkbox"/> working with school age summer	<input type="checkbox"/> other
<input type="checkbox"/> working with school age before school	<input type="checkbox"/> other

<b>This position is:</b> (check one) <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> other
<b>Start Date:</b>

<b>Benefits Include:</b> (check all that apply)	
<input type="checkbox"/> health insurance	<input type="checkbox"/> paid sick days
<input type="checkbox"/> paid holidays & vacations	<input type="checkbox"/> reduced child care rates
<input type="checkbox"/> other	

<b>Rate of Pay:</b> (check and complete one)	
<input type="checkbox"/> hourly rate \$_____ per hour	<input type="checkbox"/> pay range \$_____ per hour
<input type="checkbox"/> annual salary \$_____ per year	<input type="checkbox"/> other

◇ Deadline for Child Care JOB LINE is Friday at noon for the following week.
◇ We reserve the right to format your information to best serve all participants.
◇ <b>FAX TO 920-886-1331;</b> or <b>MAIL TO</b> CCR&R, 1165 Appleton Road, Suite A, Menasha, WI 54952

<b>For Office Use Only</b>
Date Received: