



### ***Definition for Employment Classifications***

- **Program Director**- Responsible for the planning and supervision of programs and activities for children, orientation of new staff, on-site supervision of all staff and provision of on-going, in-service training to each staff member.
- **Lead Teacher**- Responsible for the overall management of the classroom to ensure that a program of quality is provided for the children enrolled. She/he is responsible for the care and education of a group of children as part of a teaching team and for the direct supervision of the classroom including children, staff and learning environment.
- **Teacher Assistant/Aid**-Provides non-instructional support in the classroom, allowing the Lead Teacher to devote more time to lesson planning and teaching.
- **Substitute**-Temporarily provides instruction and assists with the supervision of children in the absence of their regularly assigned Lead or Assistant Teacher. A substitute must meet the education requirements of the staff member for whom they are substituting.
- **Para**-A staff member that is assigned to a specific child. Education credentials are not required.
- **Support Staff**-The staff members who provide services for children but does not work directly with children such as custodian, administrative assistants, and cooks. Education credentials are not required.
- **Specialized Staff**-Staff members who work with children such as PE teachers, Speech Implementers, and Art teachers. Education credentials are not required.