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 something in between. Either way, it is important to outline the positions and responsibilities of each member of the childcare team.

Janitorial Staff

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

Cook

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

Assistant Teacher

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

Head Teacher

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

Administrative Assistant

- Answering phones and providing helpful directions or answering questions
- Greeting visitors and handling their inquiries
- Operating office equipment

Assistant Director

- Assisting the director with planning, managing, and streamlining the entire center
- Supportive and outward manner, recruiting and helping to improve their skills

Director

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

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

Sources:

https://www.bryantstratton.edu/global/bryantstratton/jobs/daycare-assistant-teacher
https://www.smallworldinc.org/daycare-cook
https://smartcare.com/resource/

Want to learn more? Visit

HTTPS://SMARTCARE.COM/RESOURCE/