



There is a rewarding position with opportunity for ongoing professional development available for a Child Care Administrator/Lead Teacher position with Sylvania Child Care, a program of Sylvania Community Services.

**Job Title:** Child Care Administrator/Lead Teacher

**Job Location:** Sylvania, OH

**Employment Type:** Part-time 30 hours per week

**Job Description Summary:** The Child Care Administrator/Lead Teacher for the Extended Time Program leads the delivery of age-appropriate, interactive programming that promotes the physical, social-emotional and academic learning of Sylvania Elementary School children in grades K – 5 registered in the before and after school program. The position works collaboratively with the Assistant Teacher in developing activity/lesson plans, while modeling positive guidance and effective classroom management to ensure the safety, well-being and attention of all children. The position is also responsible for knowledge of and compliance with Ohio Department of Job & Family Services child care regulations.

**Hours:** 30 hours/week. Mon – Fri: 6:30am-9:00am and 3:00pm-6:30pm

**Pay Rate:** \$18.00 - \$20.00 per hour depending on experience and education with raise after completion of 90 day probationary period. Opportunities for up to 40 hours per week in the summer months. In-service training hours are provided.

**Benefits:** 5 paid days off/year and FREE Child Care for age 3+ at Sylvania Child Care sites.

**Requirements:** Must qualify as ODJFS Admin Level 2 or School-Age Endorsement. Also need to pass a background check. All applications are welcome, and mature workers are encouraged to apply.

**Hiring Agency:** Sylvania Community Services is a non-profit agency that has been in operations for 45 years. Its child care program is well-known and well-respected in the community. In addition to child care services, Sylvania Community Services also operates Sylvania Senior Center.

**Submit resume to:** [desiree@scsonline.org](mailto:desiree@scsonline.org)

**To learn more about the position, please contact:** Desiree Thompson, Child Care Director at 419-885-4126