

## **What are the Responsibilities of the New Staff Member?**

What are the expectations for all staff members in a child day center? The expectations are the same as for any human services employee; however, the expectations for child day center staff are more demanding and ever-changing due to the nature of the field.

It is essential that staff members be **present**. The children are there and they command your attention and supervision. The new staff member must be alert, attentive, and have enough energy and stamina to meet the demands of the children. The new staff member will model behavior, language, attitudes, courtesy, interest, and a thousand other things from which the children learn. Being present means being there in both body and mind.

The new staff member must be on time. Promptness must be a daily habit. Every person on a child day center staff has a set of responsibilities with children. Every individual is essential. The new staff member must be able to see things which need to be done, such as: getting out supplies, cleaning up, putting things away, providing just enough help to a child who is beginning to be frustrated, noticing who needs to go to the bathroom, and so on.

The new staff member is expected to act in a professional manner. One of the most important aspects of professionalism in a center is to keep all confidential information **confidential**. Centers will ask them to sign a statement saying that they respect the privacy of families and other staff members. Gossip is a destructive habit. Teachers are in a position to receive many confidences from children. Ethically, we must protect those confidences.

Caregivers must also seek help with children or problems that are new or difficult.

All employees must work to support their employer and notify the person who can make changes or clarify the regulations and policies of the center.

To maintain good relations with all staff, parents, and administration the new employee must seek to upgrade skills and abide by the regulations and policies of the center.