



## **Nursery Lead (Part-Time)**

### **Salary**

Starting at \$7,728 (\$16/hour)

### **Supervisor**

Head of School

### **Time Commitment**

8:30am-3:30pm on campus on Mondays and Thursdays for the 2025-2026 academic year

### **Responsibilities**

- Implements all school nursery policies
- Implements any direction given by Head of School to nursery
- Organizes nursery to best fit the needs of the babies
- Changes diapers and outfits as needed
- Oversees snack and meal time for babies and follows nursery food policies
- Manages nap time routines for babies
- Takes babies outside for recess and outdoor time
- Communicates with Head of School and parents when babies need to nurse or are in need of their parents
- Ensures adult to child ratios are properly met at all times
- Sends home daily information sheet to parents regarding babies' naps, meals, diaper changes, etc.
- Communicates with parents when necessary
- Sends weekly email update to parents
- Assists potty trained children as needed with using the restroom following safe environment standards and protocols

### **Education Requirements**

None

### **Experience Requirements**

Experience in a daycare setting preferred.

