



Early Childhood Development Center – Job Overview

ECDC SITES: ECDC-SMC is located at Saint Mary's College
ECDC-ND is located at the University of Notre Dame

PROGRAM SUMMARY: ECDC is a NAEYC accredited, IN licensed and Paths to Quality Level 4 early care and education program serving children ages 2 – 6/Kindergarten during the school year and 2.5 through age 10 during the summer. Families from the University of Notre Dame and Saint Mary's College communities as well as families from the broader Michiana community utilize the ECDC program. College students from 5 area universities and colleges participate in the ECDC program for course requirements and as volunteers. Website – www.ecdc.nd.edu

Twelve month, full time positions (40 hours per week)

- **Co-Lead Teacher:** Minimum Requirements – Four year degree in Early Childhood Education, Child Development or relevant field and teaching experience with young children using developmentally appropriate curriculum and assessment in a group setting. Pay Range: \$16 - \$17 dependent upon education and experience.
- **Associate Teacher:** Minimum Requirements – Four year degree, Two year degree, or CDA with experience working with young children in a group setting. Pay Range: \$15.25 - \$15.50 per hour dependent upon education and experience.
- **Assistant Teacher:** Minimum Requirements – High School Degree and experience working with young children in a group setting. Pay Range: \$12- \$15 per hour dependent upon experience.
- **Program Assistant:** Minimum Requirements – Bachelor's Degree or two year degree, administrative/office experience, experience with children in a program setting. Pay Range: \$15 - \$17 per hour dependent upon education and experience.

FRINGE BENEFITS FOR FULL TIME PERMANENT EMPLOYEES

- Health Insurance (HI) effective first day of permanent full time employment. Employee contribution to HI premium is 35% of the monthly premium.
- Dental Insurance: employee pays 50% of premium.
- Vision Insurance: employee pays 100% of premium.
- Child Tuition Remission: Children ages 2 - 6 during the school year and 2.5 – 10 during the summer program may attend ECDC when an enrollment opening occurs. Tuition for an ECDC staff member's child is 10% of the ECDC tuition when an enrollment opening occurs. Employees' children are placed at the top of the waiting list. (benefit for full and part time employees)
- Retirement Plan: ECDC will contribute an amount equal to 3% of your salary directly into a retirement account with TIAA-CREF after two years of full time employment
- 12 paid days off - Five paid personal days and seven paid sick days per 12-month academic year after completion of 90 work day orientation period.
- 5 – 15 Days of Vacation: One week paid vacation earned during the first 12 months of employment; two weeks of paid vacation earned from 13 – 60 months, and after 60 months, three weeks of paid vacation are earned.
- 8 Paid Holidays: Thanksgiving Wed, Thurs & Fri, MLK Jr Day, Good Friday, Easter Monday, Memorial Day, and the 4th of July
- ECDC is closed for two weeks for Winter Break; employees are paid for these two weeks.
- Ongoing bonus program based on years of service.
- Paid Bereavement Time
- One early childhood or relevant college course per year, up to \$300 for course tuition per year.
- Professional development opportunities including conferences, seminars and workshops. All ECDC teachers participate in a minimum of 20 hours of professional development each year. (paid for by ECDC and benefit for full and part time employees)
- Free ECDC lunches (benefit for full and part time employees)

GENERAL INFORMATION

- Payroll is distributed bi-weekly by direct deposit.
- ECDC is open on Labor Day due to classes in session at the University of Notre Dame and Saint Mary's College. All ECDC staff members work on Labor Day.
- Orientation and training is provided for all new teachers and program staff. ECDC pays for required criminal history check, drug screen, physical, TB test, and other pre-employment requirements.