

Job Descriptions Overview

WHO?

- 2, 3, 4, & 5 Star centers must include information on job duties and responsibilities for each position in your personnel policies.
- 3, 4, & 5 Star family child care homes must have written job descriptions for your assistant caregivers.

WHY?

Employees can have a strong positive or negative impact on your program. You may sometimes be tempted to quickly hire the first person who applies, but this can cause future problems. Developing a good job description can help you determine your staffing needs before starting the hiring process (Entrepreneur, n.d.).

Good job descriptions can help potential personnel decide if they are a good fit with your program's philosophies and needs.

WHAT?

- A simple but specific tool that describes the unique and essential duties and responsibilities of a particular job.
- Normally includes job title, job responsibilities and major tasks (specifically what the personnel will be doing), and job qualifications (qualifications that must be met by someone to be hired for the job such as education, experience, and specialized skills or knowledge).
- Job descriptions detail what is expected and how to satisfactorily perform the job. They must be all-inclusive but also specific.
- A good job description provides a foundation for personnel evaluations (Albrecht, 2002; Perreault & Neugebauer, 2003).
- Job descriptions must be current and annual updates are recommended.
- You cannot list everything personnel will need to do but you must include tasks required to ensure a high performance (Albrecht, 2002).
- Job descriptions should be written in short, clear sentences (Lindner, n.d.)

References

- Albrecht, K. (2002). Maximizing the "fit". In P.J. Bloom (Ed.), *The right fit. Recruiting, selecting, and orienting staff* (pp. 23-45). Lake Forest, IL: New Horizons.
- Entrepreneur (n.d.). *How to write a job analysis and description*. Retrieved September 19, 2007 from <http://www.entrepreneur.com/humanresources/hiring/article56490.html>
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