

Recruiting and Hiring Child Care Staff



How many staff members will you need to meet your program's requirements and goals?

Ask yourself:

- How many children do you plan to enroll?
- What is the adult to child ratio required by your state? Do you plan to meet or exceed those requirements?
- Do you need other full-time, part-time or contract staff for non-caregiving positions? (ex. driver, cook, accountant, etc.) For small child care businesses needing help with business-related tasks, look into [Child Care Management Software](#) and [Shared Services](#) for how to save time and reduce staffing costs.



What requirements will your staff members need to meet?

Consider:

- *Minimum education levels and experience:*
What is required, and what can help you offer quality child care?
- *Initial and ongoing training:*
What does your state require? Will you require other trainings?
- *Comprehensive background checks:*
Is a complete check needed prior to working with children?
- *Other preferred qualifications:*
Fluency in a certain language, specific child care credentials, etc.

Use your answers to draft job descriptions for each position you need to hire. Include job expectations that would help qualified individuals know whether this position might be a good fit for them.



Where can you find qualified staff to fill open positions in your program?

Look into:

- Whether [your local CCR&R](#) has a job board where you can post your openings.
- Posting your position description(s) on your business website or social media.
- Neighborhood or town email listservs, local social media group pages, or community websites where you can share your available job opportunities.
- Employment websites where you can post job openings and reach out to qualified candidates.
- Colleges or universities in your area that have an early childhood department. Connect with professors that may be able to pass on job openings to students who are entering the early childhood workforce.
 - Additionally, consider asking if your program can accept practicum students (students who need early childhood work experience to complete their degree). This can provide you with extra help as well as possible future employees.



What are important considerations for hiring staff?

Be sure to:

- Know and follow local and state employment laws.
- Budget for competitive wages for your staff. Offering a competitive salary and benefits can help you hire and retain highly qualified child care staff.
 - Knowing what other nearby child care programs are offering in terms of hiring bonuses, benefits and other incentives can be helpful. Ask your local CCR&R or reach out to local child care programs.
- If you are having trouble finding qualified staff, check to see if your state has programs that you can use to help potential staff obtain their education or to provide salary supplements. Many states and Washington D.C. have [T.E.A.C.H. Early Childhood® Scholarship](#) programs that may help child care employees gain important early childhood education or [WAGE\\$ child care program salary supplements](#).
- Create a staff handbook that you and your employees can review and sign. This helps to ensure an understanding and commitment to the expectations and goals that you have for your program and staff.
- Screen and budget for substitute caregivers who can fill in when your regular staff are out.

