



Your program name
PROGRAM

JOB POSTING 

Childcare job posting

Fill in the blocks below, then copy them into the ready-to-post draft on page 2. Pay and schedule go first, because that is what decides whether an applicant keeps reading.

Pay and hours

THE FIRST THREE LINES OF THE POSTING

Toddler teacher	\$18 to \$21 per hour	Hourly, paid biweekly
JOB TITLE	PAY RANGE	HOW PAY WORKS
Mon to Fri, 7:30 to 4:00	Full time, 40 hrs	
ACTUAL SCHEDULE	HOURS PER WEEK	START DATE
		LOCATION

What the day looks like

A REAL DAY, NOT A DUTY LIST

Write it in order: what time they arrive, who they greet, what they lead, what the afternoon holds, and what closing looks like.

Arrive at 7:30 and open the toddler room. Greet six toddlers and their families, log arrivals, lead a morning activity, serve and sit down for lunch, cover naps with a co-teacher, and write the afternoon updates before pickup.

Must-haves

Keep this to what is genuinely required. Everything else belongs in will-train.

18 or older
MINIMUM AGE
State background check and clearances
CLEARANCES
High school diploma, CDA a plus
EDUCATION OR CREDENTIAL
Lift 40 lbs, sit on the floor, be outside
PHYSICAL REQUIREMENTS

Why this program

One true detail beats three sentences of warmth.

1:5 in the toddler room
RATIOS YOU ACTUALLY KEEP
Two teachers here 4+ years
TEAM AND TENURE
Paid 30-minute break off the floor
HOW BREAKS WORK

Will-train

What you would rather teach than screen for. This section is what widens your pool.

- ☐ CPR and first aid certification
- ☐ Mandated reporter training
- ☐ Curriculum and lesson planning
- ☐ Daily logs and our parent app
- ☐ Diapering and safe sleep practice
- ☐ State training hours, paid

Benefits

Check what you offer. Leave the rest off rather than dressing it up.

- | | |
|---|---|
| ☐ Paid time off | ☐ Paid holidays |
| ☐ Childcare discount | ☐ Paid training |
| ☐ Health stipend | ☐ Retirement |
| ☐ Paid closure days | ☐ Meals provided |

Ready-to-post wording FILL THE BLANKS, PASTE INTO A JOB BOARD**[Job title] · [Program name] · [City]**

[Pay range] per hour · [Schedule] · [Full or part time] · Starting [start date]

We are a [size] program in [neighborhood] looking for a [job title] for our [room or age group]. Here is what the day looks like: [paste your day description]. You would work alongside [number] teachers, and our ratio in this room is [ratio].

You need: [minimum age], [clearances], [education or credential], and to be able to [physical requirements].

We will train you on: [will-train list]. If you have never worked in a licensed program but you are good with young children and reliable, apply anyway.

What we offer: [benefits list]. [One true detail about breaks, tenure, or how you support staff.]

To apply: [one method and one contact]. We reply to every applicant within [number] business days.

[Program name] is an equal opportunity employer. We consider all qualified applicants without regard to any characteristic protected by applicable law.

How to apply

One method and one contact. Then actually reply, including to the people you pass on.

Email a short note and any experience

HOW TO APPLY

WHO IT GOES TO

Within 2 business days

WHEN THEY WILL HEAR BACK

Where to post it

Small programs usually fill roles locally before a big job board does anything.

- ☐ Local job boards and community pages
- ☐ Community college early childhood program
- ☐ Your own families and their networks
- ☐ Provider associations and licensing lists
- ☐ Front window and family newsletter
- ☐ Former staff and substitutes

Before you publish

- ☐ Pay range is in the posting
- ☐ Clearance requirements named up front
- ☐ No questions about age, family status, or health
- ☐ Equal opportunity line included
- ☐ Schedule is the real schedule
- ☐ Requirements split must-have and will-train
- ☐ Checked your state's pay transparency rule
- ☐ Someone is assigned to reply to applicants

POSTED ON

POSTED BY

TAKE DOWN ON

Keep a copy of the posting you published with the applications you receive. It is the record of what you offered.