



Supporting Excellence in Early Education

MiRegistry Staff Position Titles

The following are the position title options for staff to select in MiRegistry while completing their employment information. Knowing programs may use different names for various staff titles, there are common examples of staff titles. If the program uses any of the example staff titles listed, use the corresponding position title option in MiRegistry.

MiRegistry Position Title	Definition	Examples of commonly used staff position names
Administrator/Program Director/Schoolage Site Supervisor	The individual who oversees the daily operation of the program and is onsite for the majority of the day serving children of all ages.	<ul style="list-style-type: none"> • Administrator/Administrative Director • Early Childhood Program Director • Interim Director • Program Director • Schoolage Program Director • Site Supervisor
Assistant Director	The individual who supports the Administrator/Program Director/Schoolage Site Supervisor in the daily operation of the program and is onsite for the majority of the day serving children of all ages.	<ul style="list-style-type: none"> • Assistant Program Director • Assistant Site Supervisor • Early Childhood Assistant Program Director • Interim Assistant Director • Schoolage Assistant Program Director
Owner/Operator	The individual who owns and/or runs the business.	<ul style="list-style-type: none"> • Family Child Care Owner/Administrator • Program Owner

MiRegistry Position Title	Definition	Examples of commonly used staff position names
Lead Caregiver/Teacher	<p>The individual who is regularly scheduled and is included in licensing adult-to-child ratios.</p> <p>This individual works with children ages birth through kindergarten entry.</p>	<ul style="list-style-type: none"> • Co-Lead Teacher • Directress/Guide • Family Child Care Lead Teacher • Head Teacher • Interim Lead • Lead Teacher
Schoolage Teacher	<p>The individual who is regularly scheduled and is included in licensing adult-to-child ratios.</p> <p>This individual works with schoolagers ages kindergarten entry through age 12.</p>	<ul style="list-style-type: none"> • Interim Staff • Schoolage Assistant Staff • Schoolage Head Teacher • Schoolage Lead Teacher • Schoolage Staff
Assistant Teacher/Family Child Care Assistant	<p>The individual who is regularly scheduled and is included in licensing adult-to-child ratios working with children ages</p> <ul style="list-style-type: none"> • Family Group Homes- Birth through age 12. • Centers- Birth through kindergarten entry. 	<ul style="list-style-type: none"> • 3rd Person • Assistant Caregivers • Assistant Teachers • Classroom Aide • Family Child Care Assistants • Interim Assistant Staff

MiRegistry Position Title	Definition	Examples of commonly used staff position names
Non-Teaching Professional Staff	<p>The individual who provides specific support to the program, staff, or children.</p> <p>This individual is not included in licensing adult-to-child ratios.</p>	<ul style="list-style-type: none"> • Atelierista • Behavioral Support Staff • Coaches • Curriculum Coordinator • Early Childhood Specialist • Family Advocate • Home Visitor • Occupational Therapist • Office Staff • Parent Coordinator • Speech Therapist
Non-Teaching Support Staff	<p>The individual who supports the daily operations of the program.</p> <p>This individual is not included in licensing adult-to-child ratios.</p>	<ul style="list-style-type: none"> • Bus Driver • Cook • Custodian • Maintenance • Office Staff
Support Staff	<p>The individual who provides additional classroom support and works with children in the classroom.</p> <p>This individual is not included in licensing adult-to-child ratios.</p>	<ul style="list-style-type: none"> • Float • Individual Child Aide • Paraprofessional
Substitute	<p>The individual who fills in for another staff member who is absent from work.</p> <p>This individual is included in licensing adult-to-child ratios.</p> <p>This individual works with children ages birth through 12.</p>	<ul style="list-style-type: none"> • Ancillary Teacher • Family Child Care Emergency Caregiver On-call Teacher • Subs

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Intern	<p>The individual who provides direct child care functions and related duties.</p> <p>This individual works under the supervision of program staff.</p> <p>This individual is not included in licensing adult-to-child ratios.</p> <p>This individual works with children ages birth through 12.</p>	<ul style="list-style-type: none"> • College Intern • Student Teacher
Volunteer	<p>The individual who provides service for a child care center that is not compensated</p> <p>This individual is supervised at all times when children are in care.</p>	<ul style="list-style-type: none"> • Community Member • Co-Op Individual • Family Member • Grandparent
Other	Any individual that supports a program in a way not defined by another MiRegistry position title.	<ul style="list-style-type: none"> • Family Child Care Emergency Caregiver

Funding from the Office of Great Start within the Michigan Department of Education supports the implementation of Great Start to Quality.