



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 that are used for Great Start to Quality Qualification and Professional Development Indicators in the Self-Reflection. 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/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.	- 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/Site Supervisor in the daily operation of the program and is onsite for the majority of the day serving children of all ages.	- Assistant Program Director - Assistant Site Supervisor - Early Childhood Assistant Program Director - Interim Assistant Director - Schoolage Assistant Program Director
Owner/Operator/Licensee	The individual who owns and/or runs the business.	- Family Child Care Owner/Administrator - Program Owner

MiRegistry Position Title	Definition	Examples of commonly used staff position names
Lead Caregiver/Teacher	The individual who is regularly scheduled and is included in licensing adult-to-child ratios. This individual works with children ages birth through kindergarten entry.	• Co-Lead Teacher • Directress/Guide • Family Child Care Lead Teacher • Head Teacher • Interim Lead • Lead Teacher
Schoolage Teacher	The individual who is regularly scheduled and is included in licensing adult-to-child ratios. This individual works with schoolagers ages kindergarten entry through age 12.	• Interim Staff • Schoolage Assistant Staff • Schoolage Head Teacher • Schoolage Lead Teacher • Schoolage Staff
Assistant Teacher/Family Child Care Assistant	The individual who is regularly scheduled and is included in licensing adult-to-child ratios working with children ages • Family Group Homes- Birth through age 12. • Centers- Birth through kindergarten entry.	• 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	The individual who provides specific support to the program, staff, or children. This individual is not included in licensing adult-to-child ratios.	• 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	The individual who supports the daily operations of the program. This individual is not included in licensing adult-to-child ratios.	• Bus Driver • Cook • Custodian • Maintenance • Office Staff
Support Staff	The individual who provides additional classroom support and works with children in the classroom. This individual is not included in licensing adult-to-child ratios.	• Float • Individual Child Aide • Paraprofessional
Substitute	The individual who fills in for another staff member who is absent from work. This individual is included in licensing adult-to-child ratios. This individual works with children ages birth through 12.	• Ancillary Teacher • Family Child Care Emergency Caregiver On-call Teacher • Subs

MiRegistry Position Title	Definition	Examples of commonly used staff position names
Intern	The individual who provides direct child care functions and related duties. This individual works under the supervision of program staff. This individual is not included in licensing adult-to-child ratios. This individual works with children ages birth through 12.	• College Intern • Student Teacher
Volunteer	The individual who provides service for a child care center that is not compensated This individual is supervised at all times when children are in care.	• 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.	• Family Child Care Emergency Caregiver

This document was developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential using Child Care Development Funds (CCDF).