

AFFILIATE ROLES
for
CHILD CARE CENTER / PRESCHOOL / HEAD START

Use only the roles listed below.
Choose the role that best fits the primary responsibilities of the individual.

Role	Explanation of Role
Administrator	Responsible for the general and fiscal management of the facility. K.A.R. 28-4-420(a).
Assistant Director	If applicable pursuant to K.A.R. 28-4-429(f) or (g).
Cook	Employed by the facility for food preparation on the licensed premises.
Driver	Employed by the facility for transporting of children.
Employee Unspecified	Any other employee of the licensed facility.
Intern/Student Observer	For purpose of meeting education requirements. Always in direct line of sight of someone who has cleared the comprehensive background check. K.A.R. 28-4-125(d).
Nurse	
Observer	More than one time in facility for observation of the program. NOTE: This is not applicable to individuals observing to complete CCL 207 Record of Observation form.
Owner/Operator - Individual	Individual who owns the facility.
Program Director	Meets the requirements specified in K.A.R. 28-4-429(b), (c), (d) or (e) and who is responsible for implementing and supervising the program.
Resident and Employee	16 years and older that reside and work in the facility.
Resident 10 through 17 years	Required for name-based check - KS Criminal and DCF Abuse and Neglect Registry.
Resident 18 years and Older	Regardless of access to children. Ex. college student, spouse who works away from licensed facility, etc.
Resource Specialist Supervised	While working with children, person remains in direct line of sight of someone who has cleared the comprehensive background check.
Resource Specialist Unsupervised	While working with children, person remains on the licensed premises and is not in the direct line of sight of someone who has cleared the comprehensive background check (i.e. takes a child to another room).
Substitute	An employee and not dependent on number of hours worked.
Teaching Staff	Employee responsible for children in unit.
Volunteer Supervised	Always in direct line of sight of someone who has cleared the comprehensive background check.
Volunteer Unsupervised	Sole responsibility of children in care and not in the direct line of sight of someone who has cleared the comprehensive background check.