



Job Description Child Development & Education Program Infant/Toddler Teacher

GENERAL DESCRIPTION:

Teachers are responsible for the design, planning, and implementation of a quality early childhood education classroom and the implementation of the program's philosophy and curriculum. The position requires skill and expertise in curriculum planning, staff supervision, child assessments, and the ability to accept and work effectively with children and adults from diverse populations. This position is a role model for developmentally appropriate practices in the classroom and has shared responsibility for classroom setup and classroom management. This position may have direct responsibility for a specific group of children in a shared classroom.

Our primary goal with infants is to offer continuity of care with consistent caregivers that are sensitive to infants' needs and cues. Infant philosophy is based on respect for each child's rate of growth and needs. The caregivers are paying close attention to what a baby hears, sees, touches, and feels. Our programs do not use walkers, high chairs, or infant carriers. Babies are held when fed until they are able to sit up on their own.

When the supervising teacher or Site Supervisor is not present this position may act on their behalf.

REPORTS TO: Site Supervisor

JOB CLASSIFICATION: Non-Exempt

DIRECT REPORTS: None

DUTIES AND RESPONSIBILITIES:

Classroom Duties:

1. Prepare, implement and ensure lesson plans meets and Individualized Learning Plans (ILP) reflects program philosophy and standards (i.e. Creative Curriculum, and Early Learning Foundations), are developmentally and age appropriate (i.e. PITC, RIE, DRDP, Desired Results, Performance Standards, etc.).
2. Implement Individual and Family Service Plans (IFSPs), ASQ-3 and ASQ-SE and DRDP assessments results.
3. Update Infant/ Toddler Needs Assessment quarterly.
4. Complete the Daily Individual Infant forms: Daily Health Check, Daily Record, and Individual Infant Meal Record.
5. Maintain a clean and appealing environment for the children, by picking up toys, cleaning tables, moving equipment (i.e. setting up cots, mats, or setting up and taking down outside equipment)
6. Maintain ratio per program requirements. Visually supervise the classroom and outdoor area. Anticipate and move quickly to prevent potentially injurious situations that arise during play. Interact, initiate, and encourage the children in all the activities during the day.
7. Adhere to and participate in the program evaluation of program using the Environment Rating Scale, CLASS, Desired Results, and/or NAEYC accreditation standards.

8. Enforce the program's policies, health and safety regulations and emergency procedures and be ready to implement them if necessary.

Family Engagement:

1. Maintain positive relationships with parents through daily verbal contact and/or written notes and document any concerns.
2. Complete home visits (Early Head Start staff) and parent-teacher conferences
3. Attend parent meetings as requested by supervisor
4. Involve parents by recognizing their talents and soliciting their participation.
5. Relay to other classroom staff and supervisor any information or concerns expressed by parents
6. Model appropriate adult/child interactions while encouraging and supporting parent/infant attachment.

Other:

1. Work cooperatively with child development team in achieving the goals and objectives of the classroom and center.
2. Be physically, mentally and occupationally capable of performing the following actions without endangering one's own health:
 - Reach a child 25 feet away within 10 seconds or less
 - Hear a child call for help from at least 50 feet away
 - Comprehend and react to dangerous situations involving children without hesitation
 - Crouch to a child's height and maintain eye contact
 - Reach children on the highest piece of play equipment
 - Lift a minimum of 40 pounds
 - Sit on the floor and/or low chair and interact with children for an extended period of time.
3. Follow all policies and procedures for handling confidential documentation and confidential information.
4. Follow all Child Protective Services mandates and requirements, particularly regarding reporting of suspected child abuse
5. Follow Community Care Licensing rules and regulations and ensure classroom is in compliance
6. Timely and accurately clock in and out for meals and breaks
7. Vacation/ PTO requests must be submitted two weeks prior to taking any time off

LIMITS OF AUTHORITY:

Teachers must consult with the Site Supervisor to: change classroom activities; discuss concerns with a parent; or change hours of work or shifts. This position must consult with the Site Supervisor regarding any accidents or concerns about children, parents or other staff members.

This job description in no way states or implies these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give such instructions or assignments.

MINIMUM QUALIFICATIONS:

- Be 18+ years (per Licensing Regulations)
- Valid Child Development Permit Associate Teacher Level
- Must have a minimum of 6 units in Infant/Toddler education

PREFERRED QUALIFICATIONS:

- Possess a Child Development Teacher Permit or above
- Successful completion of A.A. degree in early childhood education or twenty-four (24) or more early childhood education units and sixteen (16) general education units
 - must have a minimum of 6 units in infant/toddler education

LANGUAGE SKILLS:

Teachers should be able to verbally communicate with parents and other adults in English, use grammatically correct language, and when possible, speak in the child's home language.

OTHER REQUIREMENTS:

- Maintain clear Criminal Background Check/Fingerprinting
- Submit and maintain evidence of a current (completed within the last year) negative Tuberculin test and health report prior to hire
- CPR and First Aid certified or willing to obtain within 3 months of employment; must maintain for duration of employment
- Maintain minimum a valid Teacher permit while employed in this position
- Submit evidence of completion of education requirements prior to hire

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Effective Date: April 29, 2016 – supersedes all previous revisions

Employee Signature and Date