

## **INFANT AND TODDLER TEACHER JOB DESCRIPTION**

### **Job Requirements**

Minimum requirements:

Graduation from high school or GED;

One year of experience in an early childhood program serving infants and toddlers in a developmentally appropriate environment.

Must have a Child Development Associate (CDA) credential for Infant and Toddler Caregivers or an equivalent credential that addresses comparable competencies; or must obtain the credential within one year of employment as an Infant and Toddler (I/T) teacher;

Must have (or be willing to obtain) training and experience necessary to develop consistent, stable, and supportive relationships with very young children.

Must be able to do the following:

Communicate effectively with infants, toddlers, their parents, and other staff.

Provide quality, nurturing care to infants and toddlers enrolled in the program.

Demonstrate skills to properly address developmental needs of infants and toddlers.

Conduct and document developmental screenings and assessments of children.

Maintain effective, working relationships with children, parents, and staff.

### **Nature of Work**

Hours of work and schedule are determined on an annual basis, based upon program needs and availability of funds.

Work involves providing comprehensive childcare services for infants and toddlers in an Early Head Start setting.

The staff/child ratio will be 1:4 for each I/T teacher, and the I/T teacher will be expected to provide continuity of care for the four children in her/his care. For example, the teacher assigned to work with four infants will be expected to continue working with those children, to the extent possible until the children transition into another child care or educational setting.

Supervision/evaluation of the I/T teacher is provided by the center director.

Training for the I/T teacher will be provided by the I/T Programs director, the center director, and through training workshops made available by the employer, Regina Coeli Child Development Center (RCCDC).

### **Job Duties and Responsibilities**

Maintains an open, friendly, and cooperative relationship with each child and family.

Encourages each child's family to be actively involved in the Early Head Start program.

Visits each child's home at least twice per year to become familiar with home environment.

Promotes parent-child bonding and nurturing parent-child relationships.

Promotes feelings of security and trust in infants and toddlers.

Greets infants and their parents warmly and with enthusiasm each morning.

Assures that: each infant and toddler is warmly greeted upon arrival; each infant is held; and each child is gradually assisted to become a part of the small group of four.

Talks, sings, and reads to infants frequently.

Responds quickly in a soothing and tender manner to infants' cries or calls of distress.

Responds consistently to infants' needs for food and comfort.

Implements individualized feeding plans for children; respects individual preferences and eating styles; sits with toddlers and shares family-style meal; models manners and good nutrition.

Tends to children's personal hygiene needs, remaining especially attentive to them during routines such as diaper changing, cleaning, feeding, and changing soiled or wet clothes.

Respects infants' curiosity about each other; ensures that children treat each other gently.

Organizes each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.

Conducts developmental screenings and ongoing assessments of infants and toddlers to determine motor, language, social, cognitive perceptual and emotional skills.

Completes timely, neat, accurate documentation of screenings, assessments, individualized plans, attendance, daily health checklist, feedings, daily activity logs for parents, home visits, inventories, and other documentation as may be deemed necessary for proving quality services.

Completes menu worksheet for assigned infants and toddlers.

Submits bi-weekly, written developmental plans to the center director for each child, according to growth and needs, with input from parents.

Maintains a safe, clean, care-giving environment, practices good personal hygiene and hand washing, and assures the well being and safety of all of the children in that environment.

Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working or volunteering in the program.

Maintains a cooperative attitude of working together with other I/T teachers, the center director, the I/T Programs director, parents and volunteers in planning and implementing activities for the program/classroom.

Utilizes disciplinary measures appropriately as outlined in the RCCDC Discipline Policies and Procedures.

Protects all children from physical punishment or verbal abuse by anyone in any program activity, and immediately reports any such incident to the center director or person in charge.

Provides for the physical safety of each child from arrival time until departure time.

Assists the family advocate in teaching and modeling developmentally appropriate practices for parents in caring for their young children.

Observes children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and reports these signs immediately to the center director or person in charge.

Plans activities for children with special needs, with training and technical assistance from disabilities and mental health specialists; implements individual education plans, behavior management plans, and/or individualized services or activities as outlined for these children.

Attends all training opportunities and staff meetings as provided and scheduled.

Performs any other tasks deemed necessary by the center director.

### **Job Classification and Compensation**

This position is assigned to the pay plan based on credential or degree of the incumbent.

This is a non-exempt position, meaning that it is not exempt from the hourly wage and labor laws.

It is understood that the incumbent will work the hours as described under the Nature of Work.

Approved by RCCDC Policy Council 2/17/2004