



INFANT-TODDLER TEACHER

Certificated Job Description

IMMEDIATE SUPERVISOR:

Site Supervisor II with supervision and evaluation by Site Supervisor II and/or Director.

ESSENTIAL FUNCTIONS:

1. Understand the philosophy of the program and can articulate its goals and objectives to others.
2. Implement objectives of program, plan and provide age appropriate activities in cognitive, physical, social, emotional, creative, health and nutrition education.
3. Organize tasks, meet deadlines, accurately prepare and submit required records and reports, and manage time to effectively meet the goals of the program.
4. Establish and maintain sufficient control of environment to ensure the well-being of children and staff members.
5. Use respect and sensitivity at all times when communicating with children, parents and staff both verbally and nonverbally.
6. Develop and implement conflict management and problem-solving strategies with children.
7. Accept the child's current method and level of communication while supporting growth and development of language.
8. Listen to children and respond to their language/communication.
9. Use positive interaction in the children's work and play throughout the day by talking, interacting, and working with the children.
10. Document on-going progress and evaluation of children's needs and plan activities according to needs and regularly meet with appropriate staff to discuss the child's growth.
11. Conduct a minimum of two formal parent conferences a year regarding progress of children.
12. Assist parents with education techniques to use for reinforcing school activities at home, and provide parents with information regarding community resources.
13. Understand and implement all regulations related to establishing and maintaining a safe, healthy and comfortable environment.
14. Establish schedules and maintain accepted standards of cleanliness and sanitation of program facilities.
15. Ensure that appropriate food handling procedures are followed.

16. Carry out authorized emergency and safety procedures and understand and use universal health procedures.
17. Follow procedures for Child Abuse reporting and understand the responsibility of mandated reporting.
18. Ensure and document that all fire and other emergency drills occur on a regular basis.
19. Participate in on-site and off-site learning opportunities in accordance with a professional development plan.
20. Attend and participate in scheduled center, committee, inservice, and parent education meetings.
21. Project a positive attitude about the agency to the community.
22. Communicate positively and actively develop reciprocal relationships with parents and staff.
23. Understand referral policies and procedures and make referrals when necessary.
24. Maintain confidentiality regarding all personal information regarding the children, and families.
25. Prepare and maintain up to date attendance records on children and/or families.
26. Order supplies and instructional materials.
27. Maintain inventory of equipment and supplies, and ensure that they are available and in good repair.
28. Cooperate with community agencies in providing needed services for children and their families.
29. Supervise aides and associates; understand job descriptions of those positions and maintain confidential supervisory relationship with staff including evaluations.
30. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

A. Personal Qualifications:

1. Demonstrate an appreciation of young children.
2. Exhibit a cheerful personality, self-confidence and patience.
3. Possess imagination and creativity.
4. Adapt to change, is open, flexible and willing to learn.
5. Able to work constructively with people of all cultures.

B. Conditions of Employment:

1. Able to lift 50 pounds, move quickly, bend, squat, kneel, and sit on floor, communicate clearly; hear clearly; see clearly; reach overhead.

2. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
3. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.
4. A preplacement medical assessment/health screening, at office expense is a condition of employment after all other required job conditions have been met.
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

C. Professional Qualifications:

1. Obtain, read and understand the personnel handbook, job description and other related materials pertaining to the Teacher position.
2. Demonstrate advocacy in the community for the children and their program.
3. Accept and value cultural, ethnic and linguistic diversity of participating families.
4. Able to work cooperatively with other staff members, and help to promote a positive atmosphere in the center.
5. Exhibit pride and enthusiasm in the profession and is committed to continuing professional growth.
6. Has completed pediatric CPR and First Aid training through an accredited or approved program and holds a current pediatric CPR and First Aid certificate.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a valid California Child Development Teacher Permit.
2. Completion of 24 units in early childhood education (ECE) or child development completed at an accredited or approved college or university, including core courses and 16 general education (GE) units.
3. Alternative Qualifications: AA or higher in ECE/CD or related field with three semester units, in a supervised field experience ECE setting.
4. Completion of 3 units in Infant and Toddler care, required within six (6) months of hire.
5. Associate degree is preferred.

B. Experience:

1. 175 days of three plus hours per day of comparable work experience within four years.

C. Five Year Permit Renewal Requirement:

1. 105 hours of professional growth.

MR: mm

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