



Job Description
INFANT / TODDLER PRIMARY CARE GIVER TEACHER

Exempt: No **SALARY LEVEL:** Refer to Current Salary Chart
SUPERVISOR: Infant/Toddler Primary Care Giver Head Teacher
LOCATION: Assigned center **HOURS:** 8 hours/day, Monday through Friday, 12 months/year
Policy Council Approval Date: 7/28/16 **Approved by:** HR Director **WC Code:** 9059

SUMMARY OF THE POSITION:

With Supervision, coordinates activities for infants/toddlers as guided by Head Start Performance Standards, Service Area Written Plans, Procedures, and Policies and California State Community Care Licensing regulations. Carry out responsibilities in accordance with the Agency's policies and applicable federal and state laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides primary care for four infants or toddlers and is a secondary care giver for an additional four infants or toddlers
- Adheres to Child Assessment/Observation System & Family Partnership System Timeline
- Ensures and participates in a minimum of 2 parent home visits and 2 conferences per child. The first home visit is done in partnership with the Family Outreach Worker (except for the Nueva Vista program)
- Assess children, develop individualized routines, and developmentally appropriate plans and curriculum
- Has meaningful, respectful conversation with children throughout each day
- Encourages language development in children in primary and secondary language
- Reinforce the role of the parent as primary care giver and educator of the child
- Working in partnership with the Head Teacher and or Primary Care Giver, provide daily leadership in the classroom including indirectly supervising and directly guiding the work of the Classroom Assistant, and Full Inclusion Assistant if assigned, and classroom volunteers
- Work in partnership with service area managers and center staff to better assess the needs of the children and families to ensure quality services to children and families
- Support and serve as a resource to the families and works with them in assessing their strengths, interests and needs, make referrals as appropriate
- Builds a close, personal relationship with each child, while creating a warm, accepting and developmentally appropriate environment which encourages the cognitive, physical, emotional and social development of the infant/toddler and family
- Maintains warm, friendly and professional working relationships with children, parents and coworker
- Ensure and share in the daily cleaning and sanitization procedures of the classroom, classroom equipment, and outside play yard; maintain health and safety standards for children, classroom volunteers and staff; Promote good health and nutrition and provide an environment that contributes to the prevention of illness
- Maintain classroom files on children and insure confidentiality of client records and information
- Coordinates and cooperates with consultants and specialists with items relevant to the center and children, ensuring maximum use of services and resources.
- May include collaboration/coordination of program services with other community entities: i.e., school districts, those serving children with diagnosed disabilities, State Child Care programs.
- Participate in staff meetings, consultant meetings, trainings and appropriate special events, as scheduled
- Participate in the team building process within the program by using established communication channels in a constructive and productive manner that enhances the team effort
- The health, safety and supervision of children in the program is essential, therefore every employee is responsible for the care and supervision of children while they are present at the center
- Other relevant duties, as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/CERTIFICATES and/or EXPERIENCE:

- A. A California Children's Center Permit/Child Development Associate Teacher (or higher) Permit with 3 infant toddler units required; 6 preferred. **OR**
- B. An Infant/Toddler Child Development Associate credential **OR**
- C. AA or higher in Early Childhood Education.

In Addition to the above:

- Six months teaching experience in a pre-school/infant toddler classroom
- High School diploma or GED or equivalent
- Valid California Driver's License and a properly insured vehicle for use on the job
- Prior to beginning work, must be able to pass the Community Care Licensing criminal record clearance, and have a current (within one year) TB clearance and Health Screening Report.
- Current Pediatric First Aid, CPR and Health and Safety Course.

KNOWLEDGE AND SKILLS:

- Working knowledge of the principles and practices of child development and adult learning styles.
- Understanding of the principles of bilingual and multicultural education.
- Basic personal computer skills with word processing and email experience
- Basic oral and written communication skills
- Bilingual, Spanish/English preferred.
- Knowledge of and sensitivity to culturally diverse groups and persons from low-income families.
- Basic skills in reading, analyzing, and interpreting procedures and governmental regulations.
- Basic ability to write reports and correspondence. Basic ability to effectively present information and respond to questions from groups of parents, children and staff.
- Basic ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Basic ability to solve practical problems and deal with a variety of situations with good judgment
- Basic ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PERSONAL CHARACTERISTICS:

- Highly dependable, takes initiative, has good judgment and is able to function with minimal supervision.
- A sincere interest in the development of all children and in building partnerships with families.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee occasionally is required to sit at a desk and sometimes use a computer. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee drives, approximately 10% of the time, to meetings, trainings, and home visits as scheduled throughout the year. The employee spends approximately 15% of the time writing and/or keyboarding.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee works in outside weather conditions a minimum of 45 minutes a day. The noise level in the work environment is usually moderate and sometimes noisy. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that is required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Print Name: _____

Signature: _____

Date: _____