

INFANT AND TODDLER TEACHER

Minimum education 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.
- 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 by the Director, based upon program needs and availability of funds.
- Work involves providing comprehensive childcare services for infants and toddlers
- 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.
- Supervision/evaluation of the I/T teacher is provided by the center director.

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 program.
- 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.
- 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 (we currently use E-LAP) and ongoing assessments of infants and toddlers to determine motor, language, social, cognitive perceptual and emotional skills.
- Completes timely, neat, accurate documentation
- 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, parents and volunteers in planning and implementing activities for the program/classroom.
- 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.
- 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.
- Attends all training opportunities and staff meetings as provided and scheduled.
- Performs any other tasks deemed necessary by the center director.