

Teacher (Infant & Toddler)

POSITION TITLE	DEPARTMENT	REPORTS TO
Teacher (Infant & Toddler)	Education	Site Supervisor
EMPLOYMENT STATUS	FLSA STATUS	SUPERVISES
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	Teacher Assistants, Classroom Aides and Volunteers

POSITION SUMMARY

The CDE Teacher creates and manages an attractive, warm and challenging learning environment for infant/toddler children. Incorporating appropriate early intervention, learning and care activities which meet the needs of the group as well as those of individual children and families. Ability to read, speak and write with proficiency in English.

ESSENTIAL DUTIES & RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Implement the Creative Curriculum and CDE Standards for CCTR classrooms. Prepare daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the Infant/Toddler child’s needs, interest and schedules; and, include multicultural educational materials and activities. Develop an age-appropriate curriculum that focuses on the needs of each child in accordance with California Department of Education, Desired Results and ITERS standards.
- Ensure family-style meals and other elements of the curriculum are taking place on a daily basis as appropriate. Document volunteer activities, and parent communication regarding children’s functions and activities.
- Organize classroom according to developmental levels and individual needs of the children ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self-awareness, autonomy, and self-expression; and opportunities for gross and fine motor development. Ensure classrooms are home like, safe, sanitary, and free of clutter. Organize the classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment.
- Promote the development of secure relationships with Infants/Toddlers assigned by assuring primary and continuity of care. Relate to infant/toddler children in a calm, caring, nurturing, soothing manner, responding to all cries, babbles, and talks, using appropriate child guidance techniques at all times. Stay involved with children at all times during the day.
- Observe children and record observations in anecdotal records, making appropriate referrals. Conduct developmental screenings. Maintain updated individual and group checklists according to program policies and procedures.
- Provide meals and snacks to children according to their age, development and needs. Conduct family style dining and implement according to program policy and procedures, and CDE Standards.
- Involve parents in all aspects of the classroom. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintain ongoing professional and appropriate communication with parents through a variety of methods and send activities home that parents can do with their children to support the curriculum and the child’s learning. Encourage parents to become involved in workshops, training and other activities.
- Maintain accurate attendance records, food reports and other record keeping and reports, as required. Participate in program training and staff meetings. Maintain supplies and submit a list to Program Director when additional items are needed.

ESSENTIAL DUTIES & RESPONSIBILITIES (CONTINUED)

- Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
- Perform other duties assigned and reasonably within the scope of the duties listed above.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- 12-24 Early Childhood Education units and a Teacher or Master Teacher Permit issued from the CTC. 3 units must be specialized (CHDV 103 or 106) . An Associates of Arts Degree or Bachelor’s Degree in Early Childhood Education is preferred not required.
- Minimum of 1-2 years experience working with children (2 month to 3 years of age)

ADDITIONAL REQUIREMENTS

- Criminal background clearance with (FBI, DOJ, and CAI)
- Complete a physical examination, T.B. test, proof of immunization for (influenza, TDap, and MMR),
- Submission of satisfactory proof of your identity and your legal authorization to work in the United States. If you fail to submit this proof, federal law prohibits us from hiring you.
- Complete Child Abuse Mandated Reporter Training within 14 days of employment

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate to high.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees 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 instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

P O S I T I O N

Teacher (Infant & Toddler)



REVIEWED WITH EMPLOYEE BY

Signature: _____ Name (print): _____

Title: _____ Date: _____

RECEIVED AND ACCEPTED BY

Signature: _____ Name (print): _____

Title: _____ Date: _____

Training and Research Foundation is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

APPLY ONLINE:

