



JOB DESCRIPTION

TODDLER TEACHER

Under the direct supervision of the site supervisor, the toddler teacher shall be responsible to:

1. Carry out the goals, policies, and activities designed to implement school readiness goals and meet Head Start/Early Head Start Performance Standards and Child Care Licensing Requirements.
2. Supervise the children at all times, including in the outdoor play environment.
3. In cooperation with other staff, assist with housekeeping, safety routines and drills, class preparation, and organization of the learning environment.
4. Plan for and carry out open-ended activities for different levels of development and multicultural diversity of enrolled children.
5. Document daily individual needs, strengths, interests, service plans, attendance, and meal count for each child.
6. Follow up with families regarding child's health status and collect physical examinations and immunizations in accordance with the CHDP Periodicity Schedule.
7. Prepare the toddler learning environment and develop developmentally appropriate lesson plan activities for children to learn through active exploration and interaction with adult caregivers. Make suggestions to the site supervisor regarding instructional materials and equipment necessary to carry out the program.
8. Administer and accurately document initial and ongoing child development observations using screening and assessment tools at established intervals.
9. Review and carry out health plans for special diets, allergies, medication administration, etc.
10. Partner with parents to develop educational and family goals and update regularly.
11. Assist the site supervisor with periodic observations of assigned staff to evaluate job performance, maintain appropriate documentation, and meet timelines set by the HR department.
12. Assist children and families with transition into and out of the existing program option.
13. Participate in regularly scheduled case conferencing sessions, staff meetings, parent meetings, parent-caregiver conferences, Individual Family Service Plans (IFSP) meetings, home visits, in-service training, and other meetings as directed.
14. Contribute to a healthy and successful nutrition program by eating center prepared meals with the children.
15. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- High school graduate or equivalent.
- Minimum of 12 completed ECE/CD units which includes at least three (3) units in infant/toddler care and a California state-awarded child development associate teacher permit or higher **or** must qualify for and apply for the permit within 60 days of hire, renew prior to expiration, and maintain active as a condition of employment. *(Degree in child/human development or early childhood education may substitute for the state-awarded permit.)*
- Minimum six (6) months of verifiable paid or volunteer work experience in a preschool setting or as an infant/toddler teacher or caregiver.

Preferred Criteria/Knowledge: Bilingual (English/Spanish) skills. Six (6) infant/toddler course units. Experience with infants/toddlers in a group setting and/or training in Resources for Infant Educators (RIE), or in the Infant Toddler Caregivers (PITC) model.

Those hired with only three (3) infant toddler units will be required to enroll in and complete an additional three (3) units within one (1) year (12 months) of hire date as a condition of employment.

Knowledge and Abilities: Must be able to maintain strict confidentiality. Sensitive towards multi-cultural beliefs and practices. Ability to relate to children of high risk families and their parents. Ability to maintain accurate records and submit in a timely manner. Ability to work as a team member. Flexibility and ability to plan and supervise caregiver staff. Provide leadership and guidance to assistants and parents. Ability to problem solve and organize. Ability to speak before a small group. Knowledge of various community resource agencies to support children and families immediate or long-term assistance.

Physical Abilities: Ability to see at normal distance. Hear normal conversations and sounds. Use hands and fingers to fill out required forms on regular and NCR paper. Ability to lift infants and toddlers weighing up to thirty-five (35) pounds. Ability to sit on the floor, bend at the waist, kneel and/or stoop 75% of the time. Ability to safely drive a vehicle to conduct scheduled home visits or other related duties.

License or Other Requirements: Must have access to a dependable auto with appropriate insurance coverage and equipped with seat belts and possess a valid state of California driver's license. Must hold Infant First Aid and CPR certificate and renew upon expiration. Must submit to a job pertinent agency paid pre-employment physical examination, negative tuberculosis test and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks mentioned above. Periodic physical examinations and TB clearances will be required if hired.

Qualified current or former Head Start Parent candidates shall receive priority when filling a Head Start position.