

INFANT/TODDLER TEACHER

Under the direct supervision of the Infant/Toddler Center Supervisor, the Infant/Toddler Teacher shall be responsible to:

1. Work with assigned group of infants and toddlers applying best practices for infant/toddler care.
2. Facilitate and nurture the development of each child's self-esteem, trust, and growing autonomy.
3. Respond quickly to children's different and personal needs (verbal and non-verbal cues), temperament styles, abilities, and cultures.
4. Document daily individual needs, strengths, interests, service plans, attendance, and meal counts for each child.
5. Plan and implement lesson plan activities and experiences that are developmentally appropriate.
6. Prepare and provide materials that are concrete and relevant to the children's interests and culture.
7. Prepare the infant/toddler learning environment for children to learn through active exploration and interaction with adult caregivers.
8. Administer and accurately document initial and ongoing development 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. Provide direct supervision, training, guidance, leadership, and technical assistance to assigned infant/toddler assistant teachers. Conduct periodic observations to evaluate job performance of assigned staff, maintain appropriate documentation, and meet timelines set by the HR department.
12. Assist with transition into the program and exiting out of the program.

EMPLOYMENT STANDARDS

See Government Education Standards

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 Michigan 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.