

## Position Description

### Infant/Toddler Teacher

**HIRING INCENTIVE, competitive wages Medical, Dental and Vision benefits, 403b employer paid retirement and life insurance plans, 13 paid Holidays and paid personal days. All Head Start staff are required to be fully vaccinated against COVID19.**

**Position Summary:** Participate as a responsible member of the EHS team in implementing the Early Head Start Work Plan and carrying out day to day activities with infants and toddlers as required per the EHS Performance Standards. Work cooperatively with other staff and share responsibility for providing assistance in parent involvement activities to support growth and development of children and families.

#### **Essential Functions:**

1. Implement the Performance Standards in all activities assigned to the teaching team as prescribed through the EHS Work Plan.
2. Screen children utilizing the Ages and Stages- 3<sup>rd</sup> edition and Ages and Stages: Social-Emotional- 2<sup>nd</sup> edition within 45 days of child entry and follow-ups in 6 month intervals.
3. Work in conjunction with parent to assess each child developmentally on an ongoing basis. The Ounce Scale will be utilized to collect developmental information throughout the year and assessments will be completed in accordance with child's development.
4. Refer children who may have developmental delays through referral process.
5. Conduct home visits and parent conferences.
6. Interact with parents to establish a positive and productive relationship through notes, telephone contact and conferences. Contacts need to be documented in contact log.
7. Contribute to parent newsletter.
8. Maintain proper adult/child ratio at all times.
9. Provide preventive health and safety measures daily in the classroom and encourage parents to follow through at home.
10. Assist Health Coordinator with all health related screenings.
11. Support appropriate parent-initiated activities in the classroom.
12. Encourage parents to attend education committee, health services advisory committee, parent center committee and Policy Council meetings.
13. Maintain classroom in orderly fashion. Keep materials, supplies and equipment well organized to present an attractive orderly and inviting appearance in classroom or any other area being used.
14. Follow diapering procedures and toileting procedures.
15. Assist children with physical needs such as hand washing, nose wiping changing diapers on a regularly scheduled basis and changing after an accident for toddlers in training.
16. Feed infants following their schedule and eat with toddlers as appropriate family style.
17. Hold infants while feeding.
18. Maintain accurate attendance and food records and submit in a timely manner.
19. Maintain child files.
20. Involve parents in education activities of the program to enhance their role as the First Teacher and principle influence in their child's education and development.
21. Work with Support Specialists to design and distribute Family Engagement Activities Non-federal Share) that parents can engage with their children educational experience at home.

22. Interact with, initiate and encourage children in daily activities. This will involve lifting children with a possible weight range of 5 to 50 pounds.
23. Prepare a warm and safe environment that is orderly, clean, appealing and permits children to grow and explore.
24. Offer a program that meets the physical, emotional, social and intellectual needs of both the individual child and the group.
25. Develop and write lesson plans with input from partner teacher and parents utilizing Creative Curriculum, supplemental materials with inclusion of PA Infant-Toddler Early Learning Standards.
26. Maintain an environment that is reflective of the population served by utilizing books, pictures/posters and equipment that are multi-cultural in nature and based on anti-bias principles.
27. Collect documentation and evidence as required for classroom observations and child files.
28. Attend meetings with immediate supervisor and other agency personnel as needed.
29. Attend professional development sessions which can include workshops, conferences and in-service training.
30. Utilize materials available in resource closet to enhance curriculum planning.
31. Participate in on-going recruitment efforts in conjunction with all service area.

**Other Responsibilities:**

1. Perform other duties as assigned.
2. Carry out job functions in various locations based on programmatic needs.

**Education, Experience and Skills Required:**

1. Bachelor's degree Early Childhood education, Child and Family Studies, Child Development or related field and 1 year of experience with children 0-5 years old. Associates degree in child development or related field and two years' experience with children 0-3 years old. CDA with three to five years' experience with children 0-3 years old.
2. Strong verbal and written skills.

**Other Requirements:**

1. Physical examination with Tuberculin test.
2. Background checks as required by law and Head Start Standards.
3. I-9 Proof of employment eligibility
4. Legally licensed and registered to drive in the state of PA
5. Bi-annual CPR and First Aid Certificate