



INFANT/TODDLER LEAD TEACHER

DEPARTMENT: CYD

REPORTS TO: Center Supervisor

CLASSIFICATION: Non-Exempt

OF HOURS:

PAYRATE: D.O.E.

POSITION PROFILE:

Responsible for overseeing and providing a nurturing atmosphere where students have the opportunity to fulfill their potential for intellectual, social, emotional, and physical growth. Also responsible for organizing and implementing the care, hygiene, learning and developmental activities, as well as specialized programs, supervision of staff and redirection of children including infant/toddler and preschool age groups.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide a variety of daily activities including quiet and active play, rest and relaxation, eating and toileting.
- Supervise and evaluate all infant/toddler staff.
- Reviews and plans alongside Center Supervisor, classroom experiences and routines with preschool and infant staff.
- Adhere to guidelines set forth by Community Care Licensing Title 22.
- Primary caregiver for a group of up to 4 infants and/or toddlers.
- Responsible for the supervision of up to 12 preschool age children when needed and visual supervision of children at all times.
- Ensuring each child has a needs and services plan complete and on file and updated quarterly.
- Second in command in Center Supervisors absence.
- Provide a nature inspired, safe and loving environment for the children.
- Following each child's Feeding plan as provided by parents (bottle feeding, solid food etc...).
- Change diapers/toileting as needed and comply with Toileting plan provided by parents.
- Soothe infants by singing to and cuddling them.
- Supervise infants on the floor as they play with age appropriate toys.
- Put infants in cribs for nap time and follow Sleep plan provided by parents.
- Ensure play, sleep and changing areas are kept safe, clean and sanitized.
- Develop age appropriate and developmental milestone plans.
- Implement engaging activities that contribute to helping children build critical brain connections.
- Identify, select, and modify instructional resources to meet the needs of the children with varying backgrounds and learning styles.
- Assist in assessing/changing curricular needs and offer plans for improvement.
- Prepare and provide daily meals and snacks for children.
- Maintain effective and efficient record keeping procedures including sign in/out policies and attendance.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Perform other duties and responsibilities as assigned by their supervisor.
- Respond appropriately in emergency situations.
- Maintain open communication with parents and staff.
- Attend meetings and agency functions as required.

- Respect families and children's right to privacy.
- Proficient in DRDP and ITERS and maintain efficient observations and documentation for each child.
- Familiar with ASQ-3 (ages and stages questionnaires).
- Document ongoing observations and assessments for Parent Conferences twice a year and as needed.

QUALIFICATIONS (Education, Experience and Certifications):

- Minimum 1-year experience in the supervision and management of preschool programs.
- BA in Child Development or Education preferred or AA degree in Early Childhood Education or possesses current CA Children's Centre Permit.
- Successfully completed core ECE units plus 3 units administration and 3 units related to infant care.
- Must be at least age 18 at time of hire.
- Ability to relate well with children and adults.
- Must pass TB, drug and health screening and provide proof of immunizations.
- Obtain Pediatric CPR and First aid certificate within 30 days of employment.
- 16- hour health, safety and nutrition training- Preventative Health.
- Ability to read, write and understand the English language (fluency in another foreign language may be required for designated assignments).

KNOWLEDGE, SKILLS AND ABILITIES:

- Maintain accurate knowledge about the agency, its programs and service.
- Accurately represent the agency to and maintain positive working relationships with the public, clients, funding sources, government bodies, etc.
- Communicate positive and negative feedback from the community through your supervisor to management.
- Utilize appropriate opportunities to pursue positive public relations for the agency.
- Ability to relate well with children and adults.
- Ability to read, write and understand the English language (fluency in another foreign language may be required for designated assignments).
- Ability to take initiative, be self-directed and work independently.

WORKING CONDITIONS:

ENVIRONMENT: Childcare Center setting. Job could include minimum to high intensity noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Typically, a childcare center environment with adequate lighting and ventilation and a normal range of temperature and noise level. Moderate dexterity application of basic skills (calculator, keyboard, eye/hand coordination).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.