

I, \_\_\_\_\_, certify that I have read and understand the Qualifications and Functions of this Position Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### POSITION DESCRIPTION

Choanoke Area Development Association

Position	Infant Toddler Teacher	Date:	Revised August 2019
Overtime Status	Non-Exempt	Grade:	2
Salary Range		Program Period	48 Weeks
Site Location	Assigned Center		
Department	Early Head Start		
Reports To	Center Manager/ EHS Coordinator		

#### **Qualifications:**

A four year degree in Early Childhood Education or related field; Associate Degree in Early Childhood Education; or Infant/Toddler CDA with some training in public health. CNA I and II is preferred. Knowledge of child growth and development; best health practices; and programs to appropriately meet the physical, mental and social needs of children. Ability to plan appropriate activities and procure supplies and equipment. Good judgment and good record keeping are required. Must obtain a Certified Criminal Record check, a valid health certificate from Health Department, training in safety issues (e.g., reducing the risk of Sudden Infant Death Syndrome) and a valid NC Drivers License. Person must be fluent in the language spoken by the majority of the families served by the program.

#### **Basic Functions:**

Performs infant toddler child development education activities in a classroom setting according to the instructional guidance of the Head Start Performance Standards and under the supervision of the Center Manager or Lead Teacher II. Carries out a variety of activities with children in the areas of language, art, science, fine and gross motor, cognitive, nutrition / health/ mental health and other developmental areas as planned by the teacher and other center and program staff and parents. Person will be responsible for assisting with planning, supervising/ monitoring children and teaching in a Early Head Start program to meet the physical, educational and intellectual needs of the Early Head Start children. Works toward maintaining an environment that will foster the learning and development of children in the group. Good interpersonal and communication skills are needed. Independent judgment and discretion are required in working with the parents. This staff will be stationed at a specific center, but may be required to travel to other sites as often as needed.

### **Specific Functions:**

1. Prepare, plan and carries out daily indoor and outdoor educational activities including group activities and individual lesson plans for infants and toddlers.
2. Provide for appropriate learning activities and materials for infants and toddlers.
3. Maintain classroom to meet all safety and health standards as prescribed by CADA Head Start and North Carolina Day Care Licensing Agency.
4. Administers infant and toddler screening test to each assigned child.
5. Compiles progress notes for each child.
6. Conducts conferences with parents.
7. Maintains weekly and monthly center reports.
8. Makes two home visits per school year and records visits on appropriate forms.
9. Serves in a planning or coordinating capacity for other portions of the Child Development Program including career development, and long-range curriculum planning training of staff development.
10. Maintains professional rapport with all Early Head Start Staff members and Early Head Start parents.
11. Supports the emerging communication skills of infants and toddlers by providing daily opportunities for each infant and toddler to interact with each other to express himself/herself freely.
12. Assumes additional responsibilities as assigned by the Head Start Director.
13. Recruits and recommends applicants to fill staff vacancies (Subject to the approval of the Early Head Start Coordinator).
14. Follow best practices for child development
15. Refer children needed for evaluations for health, mental health and disabilities.
16. Follow nutrition plans and other specific plans for children.
17. Input data into PROMIS
18. Follow procedures established to report suspected cases of child abuse/ neglect.

## **PHYSICAL REQUIREMENTS FOR CHILD DEVELOPMENT TEACHERS**

- A. Ability to lift/manipulate/move children from the age of birth – 5 years of age weighing up to 50 pounds from one place to another.
- B. Ability to lift/manipulate/move/pull furniture/large toys found in a Head Start or Early Head Start classroom and handle large toys such as trikes, etc on the outside play areas.
- C. Vision sufficiently correctable to permit full performance of all job duties.
- D. Hearing sufficiently correctable to permit full performance of all job duties.
- E. Ability to run, jump, walk, etc. at a swift pace.
- F. Be able go up or down stairs or uneven surfaces.
- G. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve a child or item. Carrying a child when necessary.
- H. Sitting from a standing or stooping position.
- I. Physically able to remain outside and interact with children during the entire outside play times.
- J. Floor play- providing developmentally stimulating activities on the floor for children crawling, sliding on their stomachs, rolling over, etc.
- K. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- L. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- M. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.