



Job Description

Title: Infant Toddler Teacher
Classification: Full Time/Non-Exempt
Supervision: Center Director
Job Type: Full-time

Description:

This position is responsible to work in the infant/ toddler classroom with another infant/toddler caregiver with a child:staff ratio of no more than 4:1. This position is responsible to ensure the necessary care, nurturing, cognitive, emotional, social and physical stimulation is consistently

Language Skills:

Must have the ability to read, analyze, and interpret professional documents or technical procedures written in English, the ability to type reports and input data in English, and the ability to effectively communicate in English.

Education/Experience:

Minimum of high-school diploma or equivalent, meets the CDA requirements and work towards infant/toddler associate degree in the ECE program or higher. Some involvement with young children.

Certificates, Licenses, Registrations:

CDA

Responsibilities:

- Provide all care for infants/toddlers (birth through thirty-six months) including feeding cleaning, diapering, toileting, providing infant/toddler stimulation/development programs, and nurturing.
- Provide love, guidance, and understanding to develop a sense of self-worth and respect in each child.
- Follow guidelines established by the Department of Health, Quality Counts, Family Central, Early Head Start and NAEYC to meet curricular and age-appropriate practices.
- Assorted nursery duties such as cleaning the classroom, tables, chairs, toys, kitchen and etc. as assigned.
- Communicate regularly with the Education Coordinator/Curriculum Teacher and work in cooperation with him/her to maintain established standards of compliance with developmentally appropriate practices in the infant nursery.
- Follow the guidelines of the appropriate curriculum for his/her assigned age group using the yearly curriculum guide and age-appropriate activities.
- Create and maintain current weekly/individual lesson plans for infants/toddler; maintain individual children files, individual children portfolios and classroom portfolio.
- Participate in evaluating the achievement and progress of each child by using the Brigance assessment, DECA screening, the Age & Stages at the beginning of each three month milestone, and maintain a file of the checklist and by using the narrative observation format on an ongoing basis.
- Write up any incident or accident occurring under his/her supervision and submit the report to the Nurse/Center Director.



- Emphasize health, hygiene, and proper nutrition by visually checking each child as they arrive and providing guidance hand washing and bathroom usage. Proper nutrition is to be encouraged throughout the day.
- Use the discipline (guidance) techniques found in the Staff Manual in accord with the Palm Beach County Health Department regulations.
- Attending staff meetings, parent-teacher conferences, in-service trainings, meets the CDA requirements and work towards infant/toddler ECE associate degree program or higher.
- Work with volunteers, work/study students and Adopt-A-Class families in carrying out the classroom program.
- Decorate the classroom and the parent/bulletin board, making sure the children's work is displayed and all toys and selves are labeled with pictures and words in the classroom.
- Report suspected child abuse as required by law to the Center Director/Education Coordinator, Director from other Center, and/ or CEO. In their absence report directly to the Child Abuse Hotline.
- Request for the materials, supplies and equipment necessary to carry out the curriculum plan and report needs to the Education Coordinator.
- Maintain and up-date annually an inventory system for the infant nursery.
- Work in partnership with parents keeping communication open and ongoing. Participate in parent-teacher conferences and home visits for each child twice a year.
- Represent Florence Fuller Child Development Centers Inc. in the community at large and to each visitor, group and parent.
- Perform other duties as assigned.
- Perform required computer skills.

I have read and agree to this job description:

Employee

Date

Center Director

Date