

## **Job Description**

**Reports to:** Childcare Director

**FLSA:** Regular, full-time position; exempt from overtime -Salaried

### **Work Hours:**

Monday-Friday. Must be flexible to work early morning and/or late evening shifts based on the needs of the company.

### **Summary:**

We are looking to employ a qualified Infant/Toddler Teacher, who has a passion for instilling values in young children. The Infant Teacher should possess high energy and the ability to handle the demands of babies and toddlers with different personalities and needs.

To ensure success, the infant teacher should display a gentle and nurturing personality, and the patience to assist each infant or child to mature cognitively. They should be able to assist in developing the infants' and children's social skills as they interact with each other.

### **Essential Duties and Responsibilities:**

- Guiding babies and toddlers through education/development programs.
- Thinking on their feet and responding to each child's needs efficiently.
- Displaying a patient and calm personality coupled with a loving approach to every child.
- Contributing positively to the behavior and social interaction of the children.
- Building secure relationships with the children.
- Working closely with the Director to ensure that guidelines are adhered to.
- Keeping a diary of the day's events for parent perusal.
- Reporting accidents, illness, and unusual behavior of children to the Director, and parents.
- Ensuring close communication with parents throughout the day should the need arise.

**Qualifications / Skills:**

- CPR certified and trained.
- Complete background check and health examination.
- Previous experience in a preschool.
- A passion for working with babies and toddlers.
- Patient, nurturing and thoughtful.
- Good communication skills.
- Maintain discretion around children's records.

**Education, Experience, and Licensing, and Other Position Requirements:**

- At least 19 years of age.
- 90 Hours **or** 3 Credits in Child Growth & Development and 3 Credits in Early Childhood Curriculum or Child Development Associate (CDA) **or** Associates degree or higher with approved coursework in early childhood education and 3 credits **or** 45 clock hours of approved infant/toddler coursework.
- 3 credits in Child Growth & Development & 3 credits in infant/toddler curriculum or 90 hours of infant/toddler specific coursework.
- 9 hours communication coursework or proof of college credits.
- 1 year of experience working with infants/toddlers and or preschoolers in an approved setting.
- 1 year of college (30 semester hours) or combination of experience and college that equals 1 year.
- First Aid/CPR.
- Basic Health & Safety.
- Medication Administration Training.
- All Children & the ADA.
- Breastfeeding Support Training.
- Pass State/Federal background check.
- Negative results on pre-employment and random drug/alcohol tests.
- Must maintain valid driver's license with no more than 4 points, if applicable.
- Employee must be able to receive, understand, and communicate verbal and written instruction and communicate in the English language.
- Childcare Continuing Education trainings.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Exhibits objectivity and openness to other's views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Computer Skills** – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff needs; Solicits feedback to improve service; Responds to requests for service and assistance.

**Mathematical Skills** – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** – Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. While performing the duties of this job, the employee is required to:

- Stand; walk; use hands to finger, handle, grasp or feel *-frequently*
- Reach with hands and arms; push and pull up to **50** pounds. *-frequently*
- Talk, hear and smell *-frequently*
- Stoop, kneel, or crouch *-frequently*
- Sitting and/or standing. *-frequently*
- Lift and/or move up to **50** pounds. *-frequently*
- Utilize close vision, distance vision, color vision and ability to adjust focus. *-frequently*
- Employee will be exposed to odors, dust, fumes, and noise. *-occasionally*
- Employee will be exposed to outside environmental conditions. *-occasionally*
- Climb stairs. *-occasionally*
- Travel. *-occasionally*

Employees Name \_\_\_\_\_ Date \_\_\_\_\_

Employees Signature \_\_\_\_\_ Date \_\_\_\_\_