

PICAYUNE SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE OF POSITION: Infant/Toddler Teacher

- QUALIFICATIONS:
1. Must be at least 18 years of age and have a strong desire to work with children.
  2. Must have a warm, nurturing, and friendly personality, and must be sensitive to the feelings and needs of others.
  3. Must be able to relate well with children and be willing to fulfill his/her responsibilities in accordance with the Center's philosophy.
  4. Must have a mature attitude that allows her/him to communicate effectively, problem solve, and anticipate the needs of her/his fellow workers.
  5. An educational background in early childhood is preferred.
  6. An AA in Child Development or CDA in Infant and Toddlers is required.

REPORTS TO: Early Head Start Curriculum Manager/Program Director

PURPOSE, GOAL, OBJECTIVE: The person selected for this position will be responsible for the care and supervision of the infants assigned to his/her pod. She/he is directly responsible for working closely with assistant teachers to ensure that continuity of care is maintained throughout the infant's entire day at the Center. However, because infant care requires that caregivers work as a team, she/he will also be responsible for aiding in the care and supervision of all the infants in the program.

RESPONSIBILITIES:

1. Being the communications liaison between the Center and the parents, all pertinent information about the Center should be relayed through the head teacher and/or directed through the Program Coordinator or Director.
2. Implementing the infant's schedule in accordance with the parents' established schedule.
3. Ensuring that assistant infant teacher is kept informed on a daily basis of any changes in the babies' schedules.
4. Reporting daily events, changes in schedule, feeding times, food amounts, infant's health and sleeping habits to the aides so that continuity of care is maintained. (This can best be accomplished through the completion of end-of-shift report form.)
5. Completion of Daily Report Sheet during the course of his/her shift. This includes writing a general note about the infant's day.

6. Completion of monthly planning sheet. (This will be completed with aid of Program Coordinator.)
7. Completion of weekly anecdotal record sheet.
8. Arranging and planning for an environment that best meets the individual infant's developmental needs. This includes planning art and sensory activities along with providing a variety of toys and gross motor equipment. Toys and equipment should be rotated approximately every two (2) weeks.
9. Directly overseeing assistant infant teachers, your role in the classroom is to act as a role model to assistants, to interject. When inappropriate behavior may cause immediate harm, report to program coordinate or director inappropriate behaviors or general observations made about assistant. Your input is a vital part of staff evaluation.
10. Completion of Infant Competency Profile Assessment Form. These should be completed preferably every three (3) months, but at least every six (6) months.
11. Holding parent conferences. These should be held in conjunction with completion of the assessment form. These conferences are established so that you and the parents can meet together to establish goals for their infants.
12. Contributing equally in the housekeeping tasks of the infant area.
13. Being a competent member of the infant care team. This entails maintaining open communication between fellow team members, contributing equally in daily routine tasks, and being aware of the overall needs of the infant program, and coming to others' aid as needed.
14. Attending all staff meetings, parent meetings, and other mandatory or required in-services.
15. Maintaining confidentiality of children, parents, and fellow staff members.
16. Dressing appropriately in accordance with the Center's established dress code policy.
17. Maintaining professional attitude and loyalty to the school at all times.
18. Responsible for knowing the policies of the program in regards to:
  - a. communicable disease and exclusion of sick children
  - b. first aid and medical emergency
  - c. fire evacuation
  - d. tornado and severe weather evacuation
  - e. child abuse reporting

- f. discipline
- g. termination

19. Performs other such duties as may be duly assigned.

TERMS OF EMPLOYMENT:

- 1. 187 Days
- 2. Salary as established by pay scale approved by Board of Trustees

EVALUATION: Performance of this job will be evaluated in accordance with provisions of Board of Trustees' policy on evaluation of classified personnel.