

## Early Head Start-Child Care Partnership Infant/Toddler Teacher I

Status: Non-Exempt  
Position: Full-time

### **Definition:**

Under the guidance of the Early Head Start-Child Care Partnership (EHS-CCP) Site Supervisor, EHS-CCP Infant/Toddler Teacher I provides quality primary care giving for infants or toddlers in a safe and supervised early care and educational setting; promotes the social, emotional, physical, and cognitive development of children enrolled in the program; develops individual goals for children; provides screenings and on-going assessment; follows all Head Start Program Performance Standards, agency policies, procedures and other applicable Federal and State regulations to successfully support the EHS-CCP Program goals and objectives. Will also integrate activities that support Plaza CS School Readiness goals.

### **Responsibilities include:**

- Participates in the overall agency quality improvement process to support the Race to the Top Early Learning Challenge.
- Ensure compliance with the Head Start Performance Standards.
- Maintains an open, friendly, and cooperative relationship with each child and family.
- Encourages each child's family to be actively involved in the Early Head Start program.
- Promotes parent-child bonding and nurturing parent-child relationships.
- Promotes feelings of security and trust in infants and toddlers.
- Talks, sings, and reads to infants frequently.
- Tends to children's personal hygiene needs, remaining especially attentive to them during routines such as diaper changing, cleaning, feeding, and changing soiled or wet clothes.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
- Respects infants' curiosity about each other; ensures that children treat each other gently.
- Organizes each day's activities to provide children with a variety of experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity, as well as a sense of self and a feeling of belonging to the group.
- Supports School Readiness goal implementation and Parent Family and Community Engagement integration.
- Performs screenings with parental engagement (ASQ and ASQ-SE)
- Conduct ongoing assessments and uses the assessment data to plan classroom activities
- Document baseline and ongoing assessments three times per year, according to EHS-CCP program policy (using the DRDP)
- Develops individualized plans for all children in care.
- Conducts 3 parent conferences and 2 home visits per year.
- Maintains a positive, calm attitude and a pleasant, soothing voice, and models this attitude and voice for parents and others working or volunteering in the program.

- Implements and models developmentally appropriate practices for parents in caring for their young children.
- Observes children to detect signs of illness, injury, abuse, neglect, emotional disturbance, or other special needs, and reports these signs immediately to the center director or person in charge.
- Ability to apply Early Childhood Development theory in daily activities, and adapt to the individual needs of infants and toddlers.
- Develop and utilize integrated lesson plans, which reflect mandated elements and components, parental and cultural influences, and promote the social, emotional, physical and cognitive development of infants and toddlers.
- Implement developmentally appropriate curriculum into classroom activities to address and meet individual goals for infants and toddlers as identified in their individualized education plans.
- Assess individual and group needs, attending to differences in needs and disability issues, specific interests, strengths and concerns.
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers and materials as needed.
- Conducts ongoing assessment and communicate regularly with parents, regarding each infant and toddler progress.
- Maintains confidentiality of records and information of staff and families.
- Conduct daily meal count and attendance according to CACFP guidelines
- Ensures parents properly use the sign in and out sheets on a daily basis
- Responsible for ensuring proper care and supervision and maintaining visual supervision of children at all times.
- Conduct daily Health & Safety and head count check lists to ensure environment safety for children & families.
- Will consistently participate in on-going coaching sessions and professional development, including those scheduled on chosen evenings and weekends.

## **Education and Qualifications:**

- Must have an AA degree in Early Childhood Education (ECE); OR in a field related to early childhood education and coursework equivalent to a major relating to early childhood education, with experience working with infants and toddlers.
- 6 units in Infant/Toddler units (if course has not been completed, it must be completed within the first year of employment).
- The individual must possess a current Child Development Teacher's permit.
- Training and experience in the principles of infant/toddler development.
- Experience in infants and toddler assessments, Infant/Toddler Curriculum and 2 years of experience working with infants and toddlers with diverse needs in a center based program which includes children with disabilities.
- Must work as a team player.
- Bilingual (English/Spanish) preferred

# Plaza Community Services

Serving the people of Los Angeles since 1905

Head Start Act

## **ADDITIONAL REQUIREMENTS:**

The successful candidate will have the ability to perform the following functions with or without reasonable accommodations:

- Successful completion of pre-employment Physical exam and TB Clearance
- Successful completion of background check including DOJ, FBI, CACI and Sexual Abuse Registry
- Current certification in CPR and First Aid
- Adherence to the Confidentiality Agreement
- Adherence to the Child Abuse Reporting Mandate
- Duties are performed at one and/or multiple centers.
- Attendance will be required at all on-site mandatory trainings. Trainings may take place in evenings and on weekends. Trainings may also consist of attendance at conferences and may include overnight or multi-day travel.
- Valid California Driver's license, good driving record (DMV check will be conducted); and proof of automobile insurance as driving a vehicle to attend parent meetings, home visits, and community meetings is required.
- While performing the duties of this job, the employee is regularly required to change position; to sit, stand, walk, climb or balance; to stoop, kneel, crouch or crawl; to bend, twist and reach with hands and arms.
- Lift and/or move up to 45 pounds

## **Childcare employees must be able to perform the following essential functions:**

- Observe, see, hear and respond to children's needs, emergencies and conflicts that may occur in the child development center or on the playground.
- Be aware of the cognitive, social and physical needs of children.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or other protected status. EEOE/M/F/Vet/Disabled*

## **How to Apply:**

Please email a cover letter and resume to [resumes@plazacs.org](mailto:resumes@plazacs.org)