

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

Status: Non-Exempt  
Position: Part-time

### **Definition:**

Under the guidance of the Early Head Start-Child Care Partnership (EHS-CCP) Site Supervisor, and Full-time classroom teachers, EHS-CCP Part time Teacher 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.
- Actively assists in organizing 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.
- Actively supports full time teachers in collecting necessary paperwork from families, such as screenings and immunization/well child exam report from child's medical home
- Actively supports primary teachers with ongoing observations and communicating with parents about their child's development
- Actively participates in group planning of individualized activities
- 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.

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- 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.
- Support in the development and utilization of 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.
- Support in implementing developmentally appropriate curriculum into classroom activities to address and meet individual goals for infants and toddlers as identified in their individualized education plans.
- Assist full-time teachers with preparing and planning materials to support developmentally appropriate curriculum plans; create and change learning centers and materials as needed.
- Assist full-time teachers with completion of ongoing assessments (DRDP), screenings (ASQ/ASQ-SE) and parent conferences as needed.
- Maintains confidentiality of records and information of staff and families.
- Assist in daily meal count and attendance according to CACFP
- Support in monitoring the sign in and out sheets daily
- Responsible for ensuring proper care and supervision and maintaining visual supervision of children at all times.
- Assist classroom teachers, as needed, to conduct daily Health & Safety and on-going headcount checklists to ensure a safe environment for children & families.
- Will participate in on-going coaching sessions and professional development.

### **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 or higher category.
- Training and experience in the principles of infant/toddler development.
- Preferred experience in infants and toddlers assessments, Infant/Toddler Curriculum and 2 years 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.

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## **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.
- 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)