



## JOB DESCRIPTION – INFANT TODDLER TEACHER

This position is a non-exempt status, 40 hours per week, benefited position. Hourly salary is commensurate with experience, years of service and educational background. Employment with Footsteps Child Care, Inc. is at-will. Footsteps Child Care, Inc. is an equal opportunity employer.

The Infant Toddler Teacher reports directly to the Site Director.

### QUALIFICATIONS

1. Meet the requirements set by the Department of Social Services under Title V for teacher:  
A Minimum of 12 units of Early Childhood Education college course work pertaining to infants and toddlers. Coursework must include:
  - a. 3 semester units (or equivalent) of child development;
  - b. 3 semester units (or equivalent) of family, child and community;
  - c. 3 semester units (or equivalent) of curriculum development;
  - d. 3 semester units (or equivalent) of an elective in early childhood education; and
  - e. 3 semester units (or equivalent) of infant/toddler development.
2. Minimum of 2 years' experience working with infants and/or toddlers in a licensed child care center or preschool.
3. Proven ability to work effectively and professionally with children, families, and adult staff.
4. Demonstrated skills in effective communication, both written and verbal.
5. First Aid and CPR certification preferred.
6. Current Child Care Center Child Development Permit is required due to state funding regulations.
7. Bachelor's Degree, Associate's Degree or equivalent experience required.



Footsteps Child Care, Inc.

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## **PERFORMANCE RESPONSIBILITIES**

Under the direction of the Site Director and Assistant Director, the Infant Toddler Teacher is responsible for the following areas:

1. Maintain safety and ensures the welfare of all enrolled children, supervision of children during all activities.
2. Assist in the maintenance of appropriate standards for children's discipline and behavior standards using non-punitive methods.
3. Day-to-day operation of the classroom; including maintaining a harmonious and efficient work environment, breaks are taken at appropriate times, daily schedule is followed, etc.
4. Curriculum: planning, implementation, and documentation and evaluation such as arts and crafts, group time, science, indoor and outdoor games, snack and lunch, rest period as indicated by the Site Director. Lesson plans, curriculum plans, supply requests, etc., are completed on time.
5. Develops and maintains professional relationships with classroom teachers, program co-workers, families, and other staff members.
6. State Funding Program: Plans, implements, evaluates curriculum, and provides necessary documentation in a complete and timely manner.
7. Attends all staff meetings and other work related functions as required.
8. Assists in maintaining and providing periodic testing of emergency response plan.
9. Continues to develop professional self.
10. Able to lift 40 lbs.
11. Other responsibilities as assigned.

*Footsteps Child Care, Inc. is an equal opportunity and affirmative action employer – minorities/females/veterans/persons with disabilities.*

6/28/2016