



INFANT/TODDLER TEACHER	
Reports To: Education Coordinator	Department: MSHS
Entry Wage: \$16.03	Status: Non-Exempt

Essential Duties and Responsibilities (This is not an exhaustive list of all duties/responsibilities. Other duties may be assigned)

<ul style="list-style-type: none"> ◆ Plan and conduct classroom instructional curriculum and activities for assigned children to implement a curriculum that encourages the growth of language, social, emotional, physical, intellectual, and communication skills ◆ Supervise and monitor the work activities of assigned Teacher Aide(s), Classroom Floaters and Volunteers ◆ Conduct and monitor developmental screening of children, assist in collaborating and implementing Individualized Family Service Plans (IFSPs) ◆ Monitor the progress of individual children ◆ Perform daily health checks of children ◆ Participate in home visits with parents of assigned children and conduct parent-staff conferences ◆ Prepare, maintain, and present records, documents, reports, reviews, and databases ◆ May perform duties of office staff ◆ Assist in interviewing, hiring, and evaluation of Teacher Aides 	<ul style="list-style-type: none"> ◆ Represent the MSHS program to community, local and regional educational agencies ◆ Knowledge of and the ability to stay current on new educational practices, techniques, and objectives ◆ Ability to maintain a safe and supportive learning environment in a classroom environment ◆ Ability to provide children with experiences and opportunities that allow them to develop curiosity, initiative, problem-solving skills, and creativity ◆ Ability to develop and implement clear, reasonable, consistent, and age-appropriate rules and expectations for children ◆ Ability to multi-task, manage time, meet deadlines and remain calm and professional under pressure ◆ Maintain standards of confidentiality of CC Idaho clients and records ◆ Perform all work duties and activities in accordance with CC Idaho policies, procedures, safety practices, and Head Start Performance Standards
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Qualifications

- ◆ Required
 - ✓ Infant/Toddler Child Development Associate credential (CDA); must maintain CDA credential
 - ✓ Proficiently communicate in Spanish, both orally and in writing
 - ✓ One year or more teaching or related early education experience
 - ✓ Current driver's license and proof of auto insurance
 - ✓ Must pass physical examination and background checks, including state day care clearance
 - ✓ Must obtain clearance of Tuberculosis
 - ✓ Must obtain First Aid and CPR certification

- ◆ Preferred
 - ✓ Oral/written bilingual communication (English and Spanish)

Physical Demands

- ◆ Is frequently required to stand; walk; climb or balance, sit, stoop, kneel, crouch, or crawl; reach with hands and arms
- ◆ Must be able to lift and/or move up to 30 pounds

Work Environment

Work in an office or classroom setting; may be exposed to electrical shock and fumes or airborne particles; the work may be stressful; the noise level is moderate to elevated

Employee's Signature _____ Date _____