

**TITLE OF POSITION:****Infant Toddler Teacher**

This position is organized into major areas of responsibility with the duties detailed under each area. The Position Description is the basis for classification and pay, recruitment and selection, and performance appraisal. The Site Leader/Building Principal as Supervisor will review this position description with the employee. Chapel Hill Early Childhood Education may revise this description for an update or if there are substantial changes in the duties.

**IMMEDIATE SUPERVISOR:** Program Director

**GENERAL SUMMARY:** Plans and implements the appropriate day-to-day learning activities, supervision, and care of children ages 0-3 years (infants and toddlers) within the Chapel Hill Early Childhood Education classrooms. Promotes a cooperative and supportive environment with families and staff.

**ESSENTIAL FUNCTIONS:**

- Develops and implement the classroom curriculum, including Weekly Lesson Plans, that encourages language, cognitive, social, emotional, and physical development of infants and toddlers as part of the Infant Toddler Teaching Team.
- Plan and document Child Outcomes activities using daily anecdotal information and data gains.
- Provide activities that promote and foster positive self-image; address the physical and mental health needs of infant and toddlers and document the in daily lesson plans.
- Conduct regular parent-teacher conferences to keep parents and families informed of their child's progress.
- Observe children on a regular basis for signs of possible disabling conditions and seek assistance from the appropriate program staff.
- Accompanies children to and from classroom, playground, and out-of-center activities; conducts attendance checks and head counts.
- Observes children's activities and behaviors in a variety of settings, e.g., classroom, playground, nap times, mealtimes; maintains appropriate behavior; prepares notes and reports concerning behaviors or events in accordance with policy and procedures as requested by teaching team and/or the Building Principal.
- Discerns children's health and reports any signs of illness, injury, or other distress as directed.
- Organizes, sanitizes, and stores indoor and outdoor toys, books, and other equipment and materials.
- Coordinate mealtime services, including interacting with children and CACFP record keeping. By preparing, setting up, and serving meals and snacks to children.
- Performs housekeeping duties such as cleaning/sanitizing, post-meal/snack clean-up, dishwashing, and changing of linens.
- Maintains the physical cleanliness of children including washing faces and hands, changing clothes, diapers, pull-up and/or assisting with toileting, and related duties.
- Prepares children for dismissal; oversees the release of children to parents or other authorized individuals.
- Assists in maintaining accurate records such as attendance, lesson plans, and student observations. Care for infants & toddlers including changing, feeding, and comforting.
- Help parents as needed upon entry and exiting of the site.
- Performs related duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**EDUCATION AND EXPERIENCE:**

**Education:**

Infant Toddler CDA or Associates Degree in Early Childhood Education with an Infant Toddler Specialization or relevant Infant Toddler degree or certification, preferred.

**Experience:**

Previous experience working directly with infants and toddlers in a licensed preschool or licensed home care setting.

**Knowledge of:**

- Practices for fostering positive staff-child-parent interactions
- Standards, policies, and procedures related to child health, hygiene, and safety
- Common childhood injuries, diseases, special health considerations, and universal health precautions
- Pediatric first aid, CPR (cardiopulmonary resuscitation.)
- Infant/Toddler program quality assessment tool.
- CACFP classroom recordkeeping.
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**Ability to:**

- Adhere to all operational policies and procedures of Chapel Hill Early Childhood Education center.
- Care for and supervise infant and toddlers of various ages.
- Communicate with young children and their families.
- Use non-punitive strategies to intervene in children’s behaviors.
- Assist in the delivery of learning experiences and activities to children.
- Make routine observations of physical, social, emotional, and cognitive childhood behavior.
- Maintain facilities, equipment, and materials in a safe, clean, and orderly condition.
- Follow simple - complex instructions and procedures.
- Work effectively and cooperatively with children, parents, and staff.
- Learn to identify and report suspected cases of child abuse and neglect.

**Additional Requirements:**

- Must meet the requirements of a successful criminal background check
- Must have a valid driver’s license
- Must work as a team with a positive attitude.

**E.E.O.C. STATEMENT**

*Chapel Hill Early Childhood Education (CHECE) is an equal opportunity employer. It is the policy of CHECE not to discriminate in its employment and personnel practices because of a person's race, color,*

*creed, religion, sex, national origin, age, height, weight, marital status, disability or any other basis protected by federal, state, or other applicable law.*