



## Job Description

### Infant Toddler / Early Head Start Teacher

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**Position Title:** Infant Toddler / Early Head Start Teacher

**Reports To:** Education Leader

**Classification:** Salaried / Exempt

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#### **Position Summary:**

The Infant-Toddler Teacher is responsible for a classroom of children 0-3 years of age. The Teacher will work collaboratively with his/her partner Teacher to ensure the successful operation of a classroom with a total of 6-8 children. The Teacher, along with families and colleagues, works to achieve meaningful progress of each child along his/her own unique developmental path and toward Child Care Resources' school readiness goals.

#### **Primary Responsibilities:**

The Teacher will ultimately be evaluated on a combination of skills, dispositions, and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all Childcare Resources employees.

**Infant-toddler Growth & Development:** Uses knowledge of the principles of child growth and development to work with children and communicate with families, internal and external stakeholders.

- Implements child-centered daily routine, curriculum and learning environment that encourages the development of age-appropriate positive social interactions, active exploration/ engagement in learning, and self-motivation (curiosity) to promote development in all domains for children of all abilities.
- Understands the development of self-regulation in infants-toddlers as well as age-appropriate expectations for prosocial behaviors.
- Creates a nurturing, responsive environment that promotes positive and development of social and emotional competencies.
- Observes closely and with understanding to determine possible causes of challenging behavior, implementing preventive measures, teaching children new social and communication skills in partnership with families.
- Uses observations of children and anecdotal notes to document children's progress and individualize curriculum
- Creates partnerships with families to establish positive interaction patterns in program, school, and home.
- Participates in assigned meetings, events and training as required.
- Maintain confidentiality in regard to staff and family information.
- Be present at work in order to provide consistency of services.
- Be a contributory team member in a positive/productive manner.
- Demonstrate commitment to mission, values, and policies in the performance of daily duties.
- Follow agency procedures to assure reporting of suspected child abuse and/or neglect.
- Follow agency procedures in reporting any suspected licensing deficiencies observed at child care programs.
- React productively to change and handle all other work-related responsibilities as assigned.



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#### Qualifications

- Infant/Toddler CDA –OR- AA/BA in Early Childhood Education or related field with at least 120 training hours in *Infant/Toddler content plus* at least 480 hours of experience working with infant and toddler
- Education: Bachelor's (Preferred)
- Physical exam and background checks are required for this position.
- Travel required locally or long-distance up to 10% of the time for work-related meetings and functions.
- Must have a valid driver's license and reliable transportation.

#### *Knowledge, Skills, & Abilities:*

- Ability to interact effectively with people from diverse backgrounds
- Ability to communicate effectively, verbally and in writing
- Demonstrated computer literacy skills, using MS Office applications and other basic data systems including internet navigation
- Must be honest, dependable and able to meet deadlines
- Self-motivated and able to work independently

**For more information or to apply, please visit:  
[www.ccr-bhm.org/employment-opportunities](http://www.ccr-bhm.org/employment-opportunities)**

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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. To perform this job successfully, an individual must be able to carry out each essential duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of Childcare Resources are employees "at-will". I have read and understand the responsibilities and requirements of this position.