

~~INFANT/TODDLER ASSISTANT I~~
EARLY EDUCATION TEACHER

Purpose Statement

The job of ~~Infant/Toddler Assistant I~~ Early Education Teacher ~~is done for the purpose/s of supervising and teaching~~ is to supervise and guide infants and toddlers; working cooperatively to plan, coordinate, oversee and provide direction to Early Education Aides, ~~ensuring~~ ensure compliance with program requirements; assisting with parent education programs; ~~and coordinating communications with parents~~ positively interact with families and others on a day-to-day basis.

Essential Functions

1. ~~Assists~~ Provide essential care for infants and toddlers (e.g. diapering, ~~potty toilet~~ training, feeding, ~~etc.~~) ~~for the purpose of caring for students~~ to care for the child and family's needs.
2. ~~Implements~~ Assist in parent education ~~program~~ under the direction of ~~a certificated teacher~~ Early Education Lead ~~as may be required~~ (e.g. breastfeeding, bottle feeding, nutritional needs, SIDS, immunizations, ~~etc.~~) ~~for the purpose of providing and supporting~~ to provide and support various areas of the program.
3. Observe, record, and report significant individual and group behavior with a chosen assessment tool. Share findings with families during conferences.
4. Instructs toddlers (e.g. art, science, music, housekeeping, story time, movement activities, ~~potty toilet~~ training, ~~etc.~~) ~~for the purpose of improving the student's~~ to improve the child's social/academic success and transition to preschool ~~or daycare setting~~.
5. Maintains classroom equipment, work areas, ~~student~~ children's files/records (e.g. Screening and Assessment tools, instructional materials, cleaning work area, kitchen area, ~~etc.~~) ~~for the purpose of ensuring~~ to ensure availability of items and/or ~~providing~~ provide reliable information.
6. Monitors infant and toddler behavior ~~for the purpose of providing~~ to provide a safe and positive environment.
7. Participate in workshops, meetings, and community events to receive and/or present information about the program.
8. Organizes and facilitate developmentally appropriate learning activities (e.g. indoor/outdoor, quiet/active activities) appropriate to age group ~~for the purpose of~~ to actively ~~participating~~ participate in the learning activities with children.
9. Prepares snacks, lunches, bottles, food, ~~etc.~~ ~~for the purpose of feeding~~ to feed infants and toddlers and ~~ensuring~~ to ensure they receive proper nutritional items to meet the federal and state nutritional guidelines are met.
10. Responds to ~~inquires~~ inquiries from a variety of sources ~~for the purpose of resolving~~ to resolve issues, ~~providing~~ provide information and/or direction.

Other Functions

- Assists other ~~personnel as may be required for the purpose of supporting~~ staff within the scope of their job classification as needed in order to support them in the completion of their work activities.
- ~~Participates in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.~~

Job Requirements:

Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: apply pertinent policies, regulations and/or laws; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; and working flexible hours.

Responsibility

Responsibilities include: working under ~~direct~~ limited supervision using standardized procedures; ~~direct other staff within a small work unit; providing provide~~ information and/or ~~advising advise~~ others.; ~~and operating within a defined budget and/or financial guidelines~~ Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions requires the following physical demands: ~~significant frequent~~ lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 20% walking and 50% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in a clean atmosphere.

Experience

~~Job related experience with increasing levels of responsibility is desired.~~

Six (6) months experience in licensed Infant care facility or comparable program in early education.

Education

~~Targeted job related education that meets organization's prerequisite requirements.~~

Twelve (12) Core ECE units (according to CA Community Care Licensing), including 3 units Infant/Toddler Development Course.

Required Testing
None Specified

Certificates & Licenses

~~CPR/First Aid Certificate~~

First Aid/CPR with Health & Safety (16 Hours)

Children’s Center Permit (or eligibility)

Continuing Education & Training

~~Infant/Toddler Development Course~~

12 ECE Credits

21 hours professional growth yearly
to maintain Children’s Center Permit

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

Health Screening

Proof of MMR, DTAP, and Influenza Vaccine (or waiver)

Mandated Reporter Clearance

Integrated Pest Management Certificate

Sexual Harassment Training

FLSA Status
Non Exempt

Approval Date

Salary Grade
Classified 16