



COMMUNITY ACTION PARTNERSHIP  
Dickinson, North Dakota

Position Description

Department: Early Head Start Status: Non-exempt  
Position Title: Infant Toddler Teacher I Grade Level: D  
Immediate Supervisor: EHS Education Coordinator

Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All position descriptions are subject to change as business requirements dictate.

**A. GENERAL SUMMARY OF RESPONSIBILITIES:**

Responsible for providing the learning experiences in an infant-toddler setting to meet the needs of the participants, emotionally, physically, socially, and intellectually. Responsible for proper planning and classroom operation. Responsible for meeting the objectives of the Early Head Start Program. Responsible for community and public relations representing the Early Head Start Program. Responsible for utilization of resources to ensure optimum care, growth, and development of Early Head Start participants and family members. Primary responsibility for maintaining regular communication with the Education Coordinator to ensure Developmentally Appropriate Practices (DAP) for planning, organization and management of the classroom is occurring daily.

**B. SPECIFIC JOB RESPONSIBILITIES:**

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the Early Head Start program and direction of the program.
3. Assists in supporting of Personnel Policies, Procedures and job descriptions.
4. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
5. Maintains staff, client and agency wide confidentiality at all times.
6. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
7. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
8. Attends meetings, workshops, and training sessions as approved by the Program Director.
9. Participates on program related committees as approved by the Program Director.
10. Is required to travel by ground or air to meetings, conferences, trainings, etc.
11. Monitors all volunteers within the classroom.
12. Assists with the program inventory, as well as, securing necessary equipment and supplies.
13. Continues professional growth through educational and training experiences in their field.
14. Maintains active involvement with participants at all times to include sitting on floor with children during rug times and eating with the children at the table at mealtimes.
15. Ensures all required standards are maintained for the Early Head Start Program.
16. Assesses, develops, implements, and evaluates using appropriate measurements using a plan of instruction, activity plans, and other related teaching aids for the classroom to determine the success of each participant.
17. Coordinates with the EHS Education Coordinator and makes recommendations on referral issues.
18. Communicates with parents using various means of communications to include but not limited to: personal meetings, newsletters, telephone calls, home visits (minimum of four per year), through volunteer programs, etc.

19. Participates with Part C agency representatives in the development of IFSP's and consults with Part C staff on a regular basis about special needs.
20. Implement curriculum to meet ICP / IFSP goals.
21. Assist with the transition of the participants in & out of the Early Head Start program.
22. Maintains anecdotal records on each participant and provides to EHS Education Coordinator when requested.
23. Maintains in-kind volunteer sheets and information logs for participant families.
24. Requisitions supplies and equipment through the EHS Education Coordinator.
25. Provides safe care-giving environment to prevent and/or reduce injuries.
26. Promotes good health and nutrition and provides environment which contributes to the prevention of illness and promotes physical development of participants.
27. Communicates with the children and provides opportunities and support for understanding, acquiring, and using verbal and nonverbal communication techniques.
28. Provides an environment which creates an enjoyable learning experience which would include: play, exploration, interesting learning using all available resources and provides, stimulation of all senses to:
  - a. Allow for development of empathy and mutual respect and use of creativity, self-expression, and acceptance.
  - b. Allow for learning through practice of concepts and behaviors.
  - c. Assist with the review of the Education and Disabilities work plans to meet the needs of participants with the assistance of the EHS Education Coordinator.
29. Develops and implements developmentally appropriate curricula and individualized curricula.
30. Participates in coaching strategies to gain professional development.
31. Participates in program Self Assessments.
32. Participates in parent conferences, family nights, and home visits occasionally involving evening hours.
33. Conducts meetings with staff and participant families.
34. Remains current on early childhood and disabilities issues.
35. Monitors & assigns jobs to Infant Toddler Teaching Assistants and volunteers and supports the Child Development Associate (CDA) program by providing opportunities for CDA candidates to complete certification requirements

**C. SUPERVISORY RESPONSIBILITIES:**

None

**D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

Required

1. High School Diploma or GED.
2. Minimum of an Infant/Toddler Child Development Associate (CDA) credential.
3. Minimum of 480 hours experience working with children in an Early Care and/or Education environment.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must be fluent in the primary language spoken by the families served by the program.
6. Must possess a valid driver's license and insurable driving record.
7. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Basic skills with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
10. Current CPR and First Aid Certification within one year.

**E. PHYSICAL DEMANDS:**

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

**F. WORK ENVIRONMENT:**

Constantly:

Works in a dry environment, noisy environment, and exposure to bodily fluids.

Frequently:

Works outdoors, works with irritant chemicals, dust and powders, sprays, mists, vapors, fumes, uses gloves or protective coverings, cold environment, high stress and emotional situations.

Occasionally:

In confined spaces, at heights, hot environment, widely ranging temperatures, wet or humid, alone, around electrical, with biological and infectious agents, in high stress situations, in emergency situations, uses safety glasses and eye protection. Position may require the need to work non-traditional work hours.