

## Toddler Center Base Teacher

**REPORTS TO:** Site Manager

**FLSA STATUS:** Exempt

**STATUS:** Full-Time

**SAFETY SENSITIVE:** Yes

### **Job Summary:**

Responsible for daily classroom operations in infant/toddler classroom per BCCL, HSPPS, and agency expectations, including completing home visits per HSPPS and agency expectations, assist with maintaining full enrollment and waiting list within the Early Head Start Program.

### **Essential Functions:**

The Toddler Center Base 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 our agency employees.

The Toddler Center Base Teacher responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The Toddler Center Base Teacher will demonstrate competency to perform essential functions that include:

1. Ensure quality direct services delivery for children and families as assigned.
2. Provide a safe and supervised educational setting for children while they are in the Early
3. Head Start program.
4. Encourage parent involvement in all aspects of the program.
5. Responsible for providing services to families per HSPPS incorporating all program areas:
6. Education, Health, Nutrition, Disability, Family & Community Partnerships.
7. Work with parents to develop and implement an education program that includes:
8. appropriate child development activities, bilingual/multicultural approaches, individualized
9. education plans, and evaluation of child/family progress.
10. Work with parents to incorporate IEP/IFSP goals into classroom activities.
11. Participate as part of the site team and work in conjunction with site staff for LPC, Team
12. Activities, and Community Events.
13. Actively recruits new enrollees for the program and maintains a waiting list.
14. Manages inventory and control of all supplies and materials.
15. Maintains up-to-date, accurate records of children & families and submits reports/records as directed.
16. Facilitate transition into preschool programs as applicable.
17. Maintains child/family/staff confidentiality.
18. Utilize virtual platforms for meetings and communications.

### **Minimum Requirements:**

1. Minimum of a CDA with training and/or courses in Infant Toddler. Associate degree in ECE or closely related field required, BA in ECE or related field preferred. Minimum 16 Credits Infant/Toddler Coursework.
2. Two years; working in Early Care & Education. Infant/Toddler experience preferred.
3. One year; supervisory experience, and experience working with adults.
4. Application of the principles of early childhood development, management, and supervision.
5. Computer skills in word processing, Internet, and e-mail.
6. Demonstrate strong team leadership skills.
7. Arizona Driver's License, proof of insurance, fingerprint card, Social Security card, CPR and First Aid, and as needed provide a vehicle for program business.
8. Health Questionnaire is required at hire and will be updated every 3 years.
9. Meet all agencies, state and federal required immunizations or have an approved exemption on

file.

10. Employee must be able to speak, read, write, and understand English. Bilingual English/Spanish skills highly desirable.

11. Food Handler's Card or Certificate within 30 calendar days of hire.

**Knowledge, Skills, and Abilities:**

1. Demonstrate the ability to work independently.
2. Excellent oral and written communications with internal & external customers required.
3. Knowledge Arizona Department of Health Services, Bureau of Child Care Licensure.
4. Ability to prioritize workload while being flexible; provide direction to parent & community volunteers. Knowledge of: Head Start Program Performance Standards
5. Ability to make frequent decisions to assure educational progress of children to meet school readiness goals.
6. Ability to respond appropriately to an emergency or a crisis situation.
7. Ability to supervise children in a safe environment and apply early childhood development theory in daily activities.
8. Demonstrate the understanding of DCS reporting system, signs and symptoms of child abuse and neglect.

**Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl, reach, lift, carry, push, pull or otherwise move objects up to 40 lbs., run 50 feet, and demonstrate exercises – jumping jacks, leg lifts, etc.

**Working Conditions:**

Work is performed in a classroom, office, and client's homes where minimal exposure to injury exists. The hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold, and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

---

Employee Signature

---

Date