

Family Service Association of Western Riverside

Job Description

Title: Lead Teacher Infant/ Toddler

Qualifications:

- Possession of a valid Child Development Permit Master Teacher or Teacher level with two years paid experience as a teacher in the field of Infant Care
- Successful completion of three units of study in Adult Supervision
- Twenty-four (24) semester units in child development courses; sixteen (16) general education units; 3 semester units in Child Development Administration and three (3) semester units in Infant Care/Activities
- CA driver's license and auto liability insurance
- TB Clearance/Physician's Statement of Health
- Background Clearance
- Valid Certification in Pediatric CPR and First Aid
- Ability to provide staff support and leadership
- Knowledge of monitoring program activities for compliance with required guidelines and policies of state and federal government (Title 5 of the California Ed Code and Title 22 of the California Health and Safety Code)
- Knowledge about the role and responsibility of parent participation in the classroom
- Ability to work with disabled students
- Completion of formal or informal education sufficient to assure the ability to read and write English and to communicate at the level required for successful job performance.
- Experience in creating and maintaining child portfolio's, utilizing assessment tools and documentation to individualize each child's program and document progress.
- Experience in conducting parent teacher conferences
- Demonstrated experience in meeting strict timelines for submission of documentation and completion of child educational files.
- Experience working with culturally diverse populations of children and families
- Experience planning a curriculum for infants and toddlers utilizing Individual Education Plans (IEP) and Developmental Profiles
- Experience in developing lesson plans utilizing Developmentally Appropriate Practices, Early Learning Standards, Foundations, Desired Results, GLAD, and Creative Curriculum.
- Knowledge of Clifford and Harms Environmental Rating Scales

Duties/Responsibilities:

- 1) Plan the educational curriculum utilizing DAP, Desired Results Developmental Profiles, Program for Infant Toddler Caregivers (PITC), Resources for Infant Caregivers (RIE) philosophies, and current research and techniques to support the early care and education program for infants and toddlers 0-36 months of age in an atmosphere that is respectful of young children, provides continuity of care, supportive of a primary caregiver creating strong adult/child attachments.
- 2) Create and maintain portfolio assessments for each child enrolled in class. Portfolio will include Desired Results Developmental Profiles, Individual Education Plan (IEP), anecdotal records, teacher and parent observations, photographs and other items documenting the child's progress and milestones. Maintain classroom portfolios that verify and document the classroom procedures, and adherence to all standards.
- 3) Create monthly lesson plans that specify themes, activities and learning centers where experiences in art, large and small motor physical development, dramatic play, science, language (both receptive and expressive) nutrition/health, social-emotional, multi-

cultural competency, music and cognitive activities which are provided based on the needs of each child and respect for the child's strengths, interests and self awareness, as well as the on-going assessment and Developmental Profiles.

- 4) Develop a daily schedule that allows for a variety of activities that support all aspects of the child's development, with required and appropriate percentages of time for indoor and outdoor activities that support both large and small/fine motor development and allows for creative expression and exploration of the environment.
- 5) Supervise and evaluate performance of assigned Associate Teachers and Classroom Assistants.
- 6) In conjunction with the Director/Site Supervisor, insure that assessment, planning and observations are compiled about each child in assigned classroom.
- 7) Conduct intake meeting with each new family prior to entering your classroom collecting information necessary to develop and plan individualized program, and determine families specialized needs. Schedule parent teacher conferences twice each year (required) and as needed to keep parents informed of child's progress, using developmental profiles and portfolio assessments to provide documentation of child's progress.
- 8) Attend workshops, conferences, college classes or in-service staff development opportunities recommended and/or provided that enhance skills and knowledge in Early Childhood Education, Child Development, and as required to maintain appropriate and required Child Development Permit and or lead to degrees.
- 9) Responsible for oversight and compliance with all health and safety requirements of the classroom environment according to Title 22 of the Health and Safety Code assigning tasks to associate teachers and classroom assistants throughout the day as needed. (Which should include disinfecting tables before and after food service, floors, sinks and other areas as assigned).
- 10) Act as Center's representative regarding its program, policies and activities to parents and the public.
- 11) Serve as a liaison between the Center and community education organizations in the absence of the site supervisor.
- 12) Open, close and secure the Center in the absence of the supervisor.
- 13) Other duties as assigned and necessary.

Physical Requirements:

- 1) Ability to bend over and lift 40 lbs.
- 2) Ability to stand three to four hours per day and to sit on the floor as necessary.

Report to: Child Development Director/Site Supervisor

Salary: \$14.00 - \$18.00 per hour

Submit Resume/Application to:

Director of Human Resources
21250 Box Springs Road, Ste. 211
Moreno Valley, CA 92557
(951) 275-5055
(951) 275-0025 (Fax)