

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
Job Description

Program: Early Childhood Program

Job Title: Toddler Teacher

Job Assignment: As Assigned - Toddler

Job Classification: Regular, Hourly, Full or Part Time

Reports To: Educational Manager/Coordinators

Supervises: Teaching Assistant, Center Aide,
Special Needs Assistant

QUALIFICATIONS

Experience: Experience with toddler children in a classroom setting is preferred.

Education: A Child Development Associate (CDA) credential or equivalent coursework in early childhood development with a focus on infant and toddler development is required. An Associate's degree in Early Childhood or a Bachelor's degree in Early Childhood or a Bachelor's degree in Elementary Education with a valid Michigan Teaching Certificate and 18 credits in Early Childhood is preferred.

Other Factors: A standard 8 hour work day requires the ability to: **1]** perform heavy work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 4-6 hours; **3]** sit 3-5 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climb.

Must have reliable transportation and a valid driver's license with no more than six points.

Must be available for flexible work hours to include days, evenings, and/or occasional weekends and summer months.

Must abide by state requirements for MI Child Care Licensing to include health requirements, and comprehensive background checks in the form of fingerprints.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

MISSION STATEMENT

To prepare young children, prenatal to age five, for school readiness through high quality early education services and family engagement.

ESSENTIAL FUNCTIONS

1. Ensure the development and implementation of individualized curriculum plans that meet or exceed Head Start Program Performance Standards, Michigan Child Care Licensing Regulations, Michigan Great Start Readiness Program Standards and program policies and procedures.
2. Constant and active supervision is maintained when staff member is working with children, in any capacity.
3. The health and safety of children in the care of the program is a priority for staff in any capacity.
4. Provide opportunities in the home and center which increase parent understanding of child development and encourage the growth of positive parent-child relationships.
5. Work in partnership with families to identify, implement and monitor progress towards individualized goals that address parent, child and family needs.
6. Ensure the delivery of quality child development/health and disabilities services that meet or exceed all regulatory requirements through on-going direct supervision of assigned staff to include: training, coaching, monitoring, evaluation and the development, implementation and monitoring of professional development plans, and the administration of disciplinary action as needed.
7. Refer children and families to community resources as appropriate.
8. Serve as Service Coordinator for children enrolled in Early On, as assigned.
9. Support parents in the development of advocacy skills.
10. Advocate on the behalf of children and families by identifying resources to address the needs of families to assure cooperation and information sharing.
11. Serve as lead of the center team in planning and facilitating center parent involvement activities to include center parent groups, parenting classes, family socializations, and other parent involvement activities as assigned.
12. Ensure that timesheets and other documents are properly filled out for assigned supervisees.
13. Act as contact person for the Administrative Office and disseminate information, as assigned.

14. Assist in planning, implementing, and tracking child health, pregnancy and post-partum services, nutrition, family development, parent involvement, and special needs.
15. Provide parent education and resources around child health and nutrition.
16. Provide referral assistance and guidance to families in crisis.
17. Recruit/take applications for the Early Childhood Program in an accurate and timely manner.
18. Participate in recruitment efforts as assigned or needed.
19. Advise media, staff and Administrative Office of center closures, as assigned.
20. Coordinate cleaning and maintenance needs of the center, to include supervision of maintenance staff, as assigned.
21. Conduct safety drills as required.
22. Coordinate food services to include monitoring inventory, posting menus and communication with the Health/Disabilities Manager, as assigned.
23. Maintain complete and up to date licensing records to include volunteer clearances, staff files and center licensing binder, as assigned.
24. Ensure completion of tasks on the monthly Cleaning and Site Safety Checklist, as assigned.
25. Facilitate the transition of children and families exiting the program.
26. Demonstrate respect for others by sharing information objectively and non-judgmentally. Adjust verbal and written communication strategies for different audiences.
27. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them. Ensure that confidentiality policies are followed across the program.
28. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and by using conflict resolution and negotiation skills when needed.
29. Develop and implement ongoing professional development goals as approved and/or assigned.
30. Actively support program efforts to initiate and maintain community partnerships to promote communication, cooperation, and sharing of information among local, state, or national committees/advisory groups/boards to improve services to children and families.
31. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
32. Complete all documentation and reporting requirements in an accurate and timely manner.
33. Support the program's efforts to generate Non Federal Share.
34. Maintain regular and punctual work attendance.
35. Abide by all Community Action Agency/Early Childhood Personnel Policies.
36. Identify as a mandated reporter and follow all mandatory child abuse/neglect reporting procedures set forth by the program.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's rights to assign or reassign duties and responsibilities to this job at any time.