|  |  |
| --- | --- |
| Job Title: Teacher – Early Head Start I (CDA)  Grade Level: **G-4** Division: Direct Care  | Exempt Non-Exempt 🗹  |
| SALARY: Minimum -$11.01/hr. |  Midpoint - $ 13.75/hr.  | Maximum - $ 16.49/hr. |

**Minimum Requirements**

* High school diploma or equivalent with a current Infant/Toddler Child Development Associates(CDA) and a health card.
* Two years experience in a formal childcare setting.
* Must demonstrate an understanding of human behavior and have expressive and receptive language abilities.
* Possess a special ability to maintain positive relationships with children, co-workers and parents.
* Ability to work with infants warmly, calmly and in an unhurried way.
* Must be able to pass a pre-employment and/or periodic physical examination, annual TB skin test, and complete background check every 24 months.

**Physical Requirements**

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Must be able to walk at a fast pace for extended periods of time.
* Participate and incorporate brisk ten (10) minute walks with children into daily routine/lesson plans.
* Must be able to stand for extended periods of time.
* Ability to lift/carry up to 30 pounds.
* Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
* Must be able frequently to twist, turn, kneel, bend and stoop multiple times per day.
* Must be able to perform physical activities with children.
* Must be able to monitor children’s safety in all activities.

**Responsibilities:**

* Prepare child development materials and arrange a physical environment to meet the changing needs of infants and toddlers.
* Plan and implement a child development program utilizing the Integrated Approach.
* Serve as the primary provider for a small group of children.
* Design and incorporate the Head Start content areas of health, nutrition and parent involvement.
* Planning and implementation of a program geared to infants and toddlers, including role modeling desired behavior by all childcare workers.
* Use the appropriate skills to meet social, emotional, physical and developmental needs of individual infants and toddlers.
* Prepare child development materials and arrange a physical environment to meet the changing needs of infants and toddlers.
* Observe children for safety and assessment purposes and maintain child assessment records.
* Participate in planning, assessing and evaluation of program content and center plans.
* Establish and maintain ongoing communications with each child and their family.
* A minimum of three home visits per year must be conducted with appropriate records of these contacts. Must conduct two parent conferences.
* Contribute to the development and maintenance of IAD and resource materials.
* Supervise and guide children during mealtime, toileting, hand washing, rest periods and play activities.
* Supervise and direct teacher assistants and volunteers.
* Responsible for maintaining clean and sanitary classroom area. Participate in all staff development activities, in-service training and workshops.
* Perform other related duties as required.

BENEFITS PACKAGE INCLUDES:

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

After completing one (1) year of service, the company contributes 4% of the employee’s earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee’s contribution up to 2% of base salary.

Child Care Associates provides other benefits, which are outlined in the Staff Handbook, such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.

**..................................................................................................................................................**

**ACKNOWLEDGEMENT*:***

**I have received a copy of my job description. My signature below acknowledges that I understand the requirements and expectations for this position.**

Employee (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_