

Mariposa Child Care Center

Job Description

Job Title: Assistant Infant and/or Toddler Teacher
Reports To: Lead Teacher / Director

Summary: Responsible for planning and implementing the daily classroom lesson plans and assuring safety of children in the classroom by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Greets children and parents/guardians in a professional and enthusiastic manner each day.
2. Maintains a happy, sanitary and relaxed atmosphere in the nursery area.
3. Plans and executes a child-centered day which promotes total development of each child, and applies knowledge of various development stages of infants and toddlers.
4. In coordination with the rest of the team, prepares, executes and discusses infant feeding routines with parents/guardians to meet individual needs.
5. Changes children's diapers or clothes as needed.
6. Adheres to appropriate diapering procedures at all times to include assuring cleanliness of work areas and proper disposal of diapers.
7. Assists with nap time routine to include creating a relaxing environment.
8. Maintains written documentation of each child's daily activities to include diapering, feeding and sleeping habits, and forwards daily reports and pictures to parents/guardians using the classroom tablet.
9. Completes accurate attendance sheets daily, tallies number of children in attendance and notifies the Director of absences.
10. Administers and documents children's medications in accordance with center policies.
11. Maintains work areas in a sanitary and attractive manner to include sanitizing high chairs, tables, microwave, kitchen counter tops and sinks after feedings and at the end of each day.
12. Washes children's toys daily or more often as needed.
13. Communicates with parents/guardians regarding the special needs of children.
14. Attends professional workshops and seminars, reads information pertaining to infancy and early childhood development.
15. Train new teachers.

16. Speak Spanish to all children under his/her care.

17. Performs other related duties as assigned.

Skills:

Oral/Written Communication Skills in Spanish
Interpersonal Relations
Customer Service
Diplomacy
Negotiations

Organization
Planning
Professionalism
Reading/Writing Skills
Time Management

Education/Experience:

EEC Teaching certificate preferable. High School Diploma or Equivalent. Prior early childhood care experience helpful.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High school degree or GED required. EEC Teaching Certificate is preferable.

Language Ability:

Ability to fluently communicate in Spanish is a must. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write daily reports.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of internet software and special reporting software.

Certificates and Licenses:

EEC Teaching Certificate is a must.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here 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.

The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms and talk or hear. The employee is occasionally required to sit on chair/floor; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

Signature

Date