



## Human Resources

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## Infant Toddler Teacher

**Division:** Early Childhood Services

**Department:** Early Head Start

**Supervisor:** Center Manager

### Qualifications:

1. Child Development Associate (CDA) credential, required. An Associate Degree in Early Childhood Education/Child Development or equivalent coursework, preferred, per the Head Start Act. Head Start experience preferred.
2. One year experience working with preschool children and parents preferred.
3. Must be able to meet physical demands of the job.
4. Valid Michigan Driver's License and reliable transportation required.

### Job Mission:

To provide a quality educational experience for children of the Head Start Program which includes children with disabilities. Prepares the children and families of the program by meeting program goals, including family, health and school readiness. Meets individual needs of children and families. Performs duties as assigned, in accordance with the Health and Human Services, Administration for Families and State of Michigan licensing requirements.

### Performance Standards:

1. Provides children with developmental experiences in approaches to learning, social emotional, language and literacy, cognitive and perceptual, motor and physical development. In an environment of multi-cultural experiences through daily lesson plans and classroom activities.
2. Maintains constant active supervision with all children in the classroom.
3. Administers standardized screening to identify the needs of the children and make appropriate referrals and follow-up of children as needed, which includes children with special needs.
4. Maintain documentation as required – i.e., Lesson Plans, Individual Education Plans (IEP), Child Observation Record (COR).
5. Carry out all other duties as assigned by supervisor.

### Hours & Wage

\$10.62 per hour (minimum)

40 hours per week; 52 weeks per year