

## Job Posting

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**Position Title** Infant and Toddler Teacher

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**Company/Organization** Centro Colorado

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**Company/Organization Address** 1135 E US 40  
Craig, CO 81625

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**Date position is available.** 6/1/21

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Position will remain open until filled.

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**Is this a volunteer opportunity or a paid position?** Paid Position

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**Position Overview** Under the supervision of the Education Specialist administers a program of early childhood education that is developmentally, linguistically & culturally appropriate; meets the individual & holistic needs of infants and toddlers; and works closely with parents and families to ensure they are intentionally included in the planning & execution of their child's education.

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## Responsibilities and Qualifications

1. Manage all aspects of the classroom in accordance with Head Start Performance Standards, Utah Child Care Licensing rules, developmentally appropriate practices, and early childhood education best practices.
2. Provide direct supervision and be actively engaged with children at all times to ensure their safety and well-being. Provide clear behavioral expectations and use proper positive methods to prevent and redirect misbehavior.
3. Plan a daily, individualized program to support and promote children's physical, social/emotional, cognitive, and language development using the assigned curriculum and the agency's School Readiness Plan in a culturally appropriate way.
4. Collect child outcomes data on an ongoing basis, with formal assessment points occurring three times a year. Participate in ongoing monitoring through child file case reviews. Maintain timely and complete electronic data, records, and assessments for each child.
5. Plan and implement appropriate learning activities for special needs children with IFSPs.
6. Meet USDA and sanitation regulations during meal time, and follow guidelines for family-style meal service. Maintain accurate classroom meal count and attendance records
7. Understand and apply the principles embodied in the Classroom Assessment Scoring System (CLASS) and Infant/Toddler Environment Rating Scale (ITERS) assessment tools.  
Infant-Toddler Teacher Dec 2014
8. Establish a classroom where interactions are positive, warm, caring, and respectful of children.
9. Follow the lead of the children by demonstrating an awareness of and responsiveness to children's emotional, physical and educational needs; allowing and encouraging freedom of expression and movement; and encouraging children's responsibility and autonomy.
10. Facilitate children's involvement in activities by providing a variety of materials, teaching through a variety of modalities, and managing the classroom to provide continual learning activities for the children.
11. Use instructional discussions and activities to promote children's higher order thinking skills with a focus on understanding rather than rote memorization.
12. Use language-stimulation and language-facilitation techniques during conversations with children. Be a good language model by using correct grammar, voice level, and clear speech.

### Parent & Family Involvement

1. Conduct home visits and parent/teacher conferences in order to build relationships and

include parents in the planning and execution of their child's individual curriculum.

2. Collaborate with family service specialists to increase parent knowledge about child

development and improve their child observation skills.

3. Involve parents in the education process by using educational activities to extend children's

learning into the home. Consider parent observations, knowledge, skills, talents, and

interests in weekly planning.

#### Professionalism

1. Work with the Education Specialist to develop an ongoing professional development plan

with a focus on knowledge and best practices in early childhood education.

2. Accept supervision and follow through with recommendations made by supervisors and

other advisors. Seek training and/or assistance to implement improvements when needed.

3. Work as a team with other staff and entities to actively provide a collaborative environment

focused on the success and well-being of the children.

4. Adhere to work plans and agency policies and procedures.

5. Fulfill other duties as requested.

#### Qualifications

AA/AS in Early Childhood Education/Child Development or a related field required. Current

Infant/Toddler CDA with additional experience and training may be acceptable. Current CPR, First

Aid, and Food Handler's permit required. Must be able to work with children with special needs

and children with limited or no English. Bilingual Spanish/English preferred.

#### Physical

requirements include extended periods of walking, standing, kneeling, and crouching; the ability

to lift and/or move 50 pounds; the ability to sit on the floor, crawl, run, and perform other actions

commonly associated with caring for infants and toddlers

**How to Apply:**

Contact the Office Manger at 970-620-4001 or via email [t.kaiser@cdfs.org](mailto:t.kaiser@cdfs.org)

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**Position Posting Contact Information**

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**Posting Contact Name**

Trenna Kaiser

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**Posting Contact Phone**

(970) 620-4001

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**Posting Contact Email**

[t.kaiser@cdfs.org](mailto:t.kaiser@cdfs.org)

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