

ESTD.
1964

HOPES

TITLE: Infant Teacher & Infant Teacher Floater **LOCATION:** All Locations
CLASSIFICATION: Non-Exempt **PROGRAM:** Early Childhood, Infant/Toddler
REPORTS TO: Education/Site Supervisor **SALARY RANGE:** TBD
DEPARTMENT: Education
EMPLOYMENT STATUS: FT; PT; Floaters / Schedule varies based on program needs

ESSENTIAL FUNCTIONS:

- Work daily as a Teacher/caregiver for infants and toddlers with responsibilities including but not limited to: feeding, diapering, cleaning, nurturing, providing a safe and stimulating learning environment, documenting and recording daily activity.
- Demonstrate a thorough understanding of the designated Infant and Toddler Curriculum through proper daily implementation with developmentally appropriate conversations, behaviors and guidance strategies and ability to model for teaching staff, children, parents, community volunteers and interns.
- Log daily child attendance and meal counts, and submit monthly to designated content area Supervisors/Specialists.
- Conduct developmental screenings, conferences and ongoing assessments within the required time frames.
- Maintain anecdotal notes, as well as developmental and numerical data records on each child, with written and verbal input from other teaching staff in child's record and data entry software.
- Participation in meetings, Professional Learning Communities and Professional Development as required by designated program.
- Collaborate with Family Advocates and Content Area Supervisors/Specialists to assist and support in the areas of Health, Nutrition, Mental Health & Disabilities, Education and Family & Community Engagement.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS: (Must be fully met in order to qualify for position)

- Infant/Toddler CDA or CDA with an Infant/Toddler endorsement or to be in the process of obtaining an Infant/Toddler CDA or higher credentials in a related field.
- Experience in an Infant/Toddler setting or equivalent experience working with children and working with a team.
- Proficient computer skills, including data base systems, and access to email and internet.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

ADDITIONAL PREFERRED QUALIFICATIONS: (Optional, used to determine best match in candidates)

- Associates or higher in Early Childhood or related field.
- Experience with Early Head Start and NAEYC standards.

Submit resume to hr@hopes.org

HOPES CAP, Inc. is an Affirmative Action/EEO Employer

HOPES CAP, Inc. is an At-Will Employer.