

Job Description
As of February 13, 2019

Job Title:	Infant/Toddler Teacher (EHS)	SetID:	AHCMH SA
Job Family:	DCSSA	Job Code:	2018026
FLSA Status:	Non-Exempt	Job Code Effective Date:	02/14/19

Job Summary:

The Early Head Start Teacher works under the supervision of the Child Care Manager. The Early Head Start Teacher will be responsible for the organization of classroom space and equipment to meet the individual needs of children enrolled including the provision of activities in all areas reflecting Early Childhood Development practices, which will encourage children to: initiate activities, solve problems, explore, experiment, question and learn by doing.

Responsibilities:

- Understands and manifests the philosophy and mission of DCSSA.
- Develops curriculum for developmentally appropriate activities.
- Implements and assists staff in lesson planning of developmentally appropriate activities.
- Instructs children during learning activities.
- Interact with children in a nurturing and supportive manner.
- Ensures the care, safety and well-being of children in classroom.
- Maintains order in classroom and on playground.
- Conducts parent conferences to communicate with parents.
- Attends parent/teacher meetings.
- Bus pick up as needed.
- Completes all daily documentation: CACFP, Sign in/out, Health check etc.

Complexity of Work:

- Within scope of job, requires critical thinking skills, decisive judgment and the ability to work with minimal supervision. Must be able to work in a stressful environment.

Personal Protective Equipment:

- Follows Standard Precautions using personal protective equipment as required.

Minimum Qualifications

- Infant Toddler CDA Credential with three years Early Childhood experience and ability to work continuously toward an Associates Degree in Early Childhood Education
- Excellent interpersonal and communication skills
- C.P.R. Certification and First Aid Training are required for licensing by the State of Texas and the Designated Vendor Program.
- Valid Class C Texas Driver License

Competencies:

Customer Focus, Ensures Accountability, Communicates Effectively, Values Differences, Demonstrates Self Awareness, Instills Trust

Populations Served

Children and Families in the Early Childhood Programs

Physical Requirements

Requirements	Never	Rarely	Occasionally	Frequently	Constantly
Audible Speech				X	
Bending/Stooping				X	
Climbing			X		
Depth Perception	X				
Distinguish Color		X			
Hearing Acuity				X	
Keyboard Data Entry				X	
Kneeling				X	
Lifting/Carrying Non Patient 0-25lbs				X	
Lifting/Carrying Non Patient 25-50lbs			X		
Lifting/Carrying Non Patient over 50lbs		X			
Lifting/Moving Patients			X		
Pushing/Pulling 0-25lbs				X	
Pushing/Pulling 25-50lbs		X			
Pushing/Pulling over 50lbs	X				
Reaching			X		
Repetitive Foot/Leg Movements				X	
Repetitive Hand/Arm Movements				X	
Running		X			
Seeing - Far			X		
Seeing - Near				X	
Sitting			X		
Smelling Acuity			X		
Squatting				X	
Standing				X	
Taste Discrimination	X				
Walking				X	

Work Exposures

Exposures	Never	Rarely	Occasionally	Frequently	Constantly
Asbestos or Lead	X				
Biohazardous Waste	X				
Biological Hazards - Respiratory	X				
Biological Hazards - Skin or Ingestion	X				
Blood and/or Bodily Fluids	X				
Cleans / Maintains Contaminated Surfaces				X	
Cleans / Maintains contaminated Equipment				X	
Communicable Diseases and/or Pathogens			X		
Computer Monitor			X		
Cytotoxic Chemicals	X				
Domestic Animals		X			
Dust			X		
Extreme Heat or Cold		X			
Fire Risk	X				
Gases/Vapors/Fumes	X				
Handles Blood, other body fluids, or body tissues		X			
Handles Contaminated Waste			X		
Hazardous Chemicals	X				
Hazardous Medication	X				
Hazardous Noise	X				
Heating Devices	X				
Hypoxia	X				
Lasers/High Intensity Light	X				
Latex	X				
Magnetic Fields	X				
Moving Mechanical Parts		X			
Needles/Sharp Objects	X				
Operates / Handles Contaminated Equipment	X				
Performs Patient Care Activities Requiring Contact with Patient					X
Potential Electric Shock	X				
Potential for Physical Assault			X		
Radiation	X				
Sudden Decompression During Flights	X				
TB	X				
Unprotected Heights	X				
Wet or Slippery Surfaces			X		

I have read the Job Description for the Infant/Toddler Teacher (EHS) position and affirm that I am:

_____ Fully capable of performing the Essential Duties, and Responsibilities of this position.

_____ Not Capable of performing the Essential Duties, Responsibilities of this position and request that reasonable accommodations be made to perform the essential functions of this position.

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____

HR Signature _____

Date: _____

CEO Signature _____

Date: _____

Please contact your manager if you have questions.