

JOB POSITION

Primary Caregiver (Infant/Toddler Classroom)

JOB SUMMARY

Provide year-round educational services with assigned children ages 6 weeks to 2 years applying best practices for infant/toddler care.

QUALIFICATIONS

- Must be at least 19 years of age
- Possess a High School Diploma or GED
- Have at least 3 semester hours or 4.5 CEU's in Infant/Toddler Care and Development
- Must submit to various background checks completed by the Department of Human Services and the Michigan State Police Department
- *Prefer* an Associates Degree or higher in Early Childhood Education
- *Prefer* at least 2 years experience working in a childcare facility

DUTIES/RESPONSIBILITIES

- Must acquire and maintain CPR/First Aid certification, Blood Borne Pathogen certification and a Tuberculosis Test
- Develop weekly lesson plans, and implements age appropriate curriculum to nurture and stimulate all domains of children's development in their care
- Provides a developmentally appropriate classroom environment that reflects the children's learning and growth
- Ability to effectively plan, organize and implement educational activities
- Follow, comprehend, and implement program guidelines and regulations
- Performs on-going developmental evaluations, assessments, and portfolios.
- Maintain a well-organized, safe, classroom environment conducive to the optimal growth and development of children
- Good problem solving and priority setting skills
- Maintain ongoing, open communication with parents/caregivers
- Attend all staff meetings and in-services provided at the Center
- Participate in team meetings; communicate and share ideas and concerns
- Must be able to manage confidential information
- Ability to make decisions on behalf of children and protect their well-being
- The person filling this position may occasionally be required to carry out and/or assist with other tasks in addition to the duties listed on this job description
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Be able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety