



EDWARD C. MAZIQUE PARENT CHILD CENTER, INC. OF THE DISTRICT OF COLUMBIA

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Wendell Campbell, DBA
Chairman of the Board

Almeta R. Keys, M. Ed., M. Div.
Chief Executive Officer

Job Description INFANT AND TODDLER TEACHER

Job Summary

This position serves as a Teacher for a classroom with a direct focus on children ages 0-3 years of age. The Teacher will work collaboratively with the other Teacher(s) to ensure the successful operation of a classroom. The Teacher also works with a team of Education and family members to implement the Creative Curriculum for Infant/Toddlers to achieve child outcomes. .

Responsibilities

The Teacher is to have general knowledge of early childhood education practices, classroom management, organization skills and content knowledge specific to children from birth to three years old. . The teacher must have effective interpersonal and team skills to meet program goals, ensure family engagement requirements. Teachers are required to document observations and complete child outcomes assessments.

Child Growth & Development: Uses knowledge of the principles of child growth and development to work with children and communicate with internal and external stakeholders.

- Implements a child-centered curriculum and learning environment that encourages positive social interaction, active engagement in learning, and self-motivation to promote development in all domains for children of all abilities.
- Addresses challenging behaviors by observing to determine possible causes of the behavior, implementing preventive measures, teaching the child new social and communication skills and partnering with families to support the child at home.
- Uses observations of children and anecdotal notes to document children's progress and individualize curriculum.
- Creates partnerships with families to establish positive interaction patterns in program, school, and home.

PLANNING

- Participates in the planning of weekly learning plans. Collaborates with other teacher in the implementation of daily lesson plans. Post lesson plans weekly for parents, volunteers and visitors in the classroom.

"The Next Best Place to Home...Where We Are Doing What Is Best For Children!"



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- Assists in the development of individual plans for each child including goal-setting based on identified needs and planned objectives and activities to meet established child outcome
- Implements learning experiences that advance the intellectual and physical development of children, including improving the readiness of children for school by developing their literacy and phonemic, print, and numeracy awareness, understanding and use of language, understanding and use of increasingly complex and varied vocabulary, appreciation of books, and problem solving abilities.

PROGRAM IMPLEMENTATION

- Establish and maintain a safe, healthy learning environment.
- Provide positive guidance and discipline supporting children as they acquire readiness skills for Head Start.
- Implement daily lesson plans in response to children's needs and interests incorporating observations, anecdotal record keeping, knowledge of early childhood development and the key experiences.
- Implement Individual Family Services Plans (IFSPs) for children with disabilities.
- Provide children with a consistent classroom routine.
- Provide supervision and ensure the safety and security of children at all times in accordance with Early Head Start and other licensing requirements.
- Understand regulations associated with prevention of disease and injury, including the exercise of universal precautions and the prevention of contamination.

FAMILY PARTNERSHIPS

- Actively engage parents in the development of the program's curriculum and approach to child development and education.
- Encourage the involvement of the families of the children in the Head Start program; support and developing positive relationships between children and families.
- Provide opportunities for parents to increase child observation skills and to share assessments with staff that help plan the learning experiences.
- Encourage parent participation in staff-parent conferences and home visits for the purpose of discussing their child's development and education.
- Establish positive productive relationships with families focusing on trust and rapport.
- Coordinate with the assigned co-teacher in the scheduling and completion of two home visits per year and at least two parent-teacher conferences per year.
- Participate in parent orientation and ongoing parent trainings as required.
- Identify and refer parents to the ERSEA Department for classroom volunteer activities or as support parent volunteers in classroom as needed.
- Request supplies as needed and participate in classroom/program inventory as requested.

- Gather and maintain individual, family and classroom data for documentation, on-going assessment, evaluation and recording keeping for successful individual and program planning.

Any other duties as assigned by immediate supervisor and/or Chief Executive Officer.

Requirements

- AA/BA in Early Childhood Education or related field with at least six (6) credits specific to Infant/Toddler Development -OR- Infant/Toddler CDA –Previous professional experience with Infants and Toddlers.
- Computer literacy, email, Microsoft word and internet navigation.
- Maintain certification in CPR and First Aid.
- Completion of 30 hours of professional development training yearly
- Maintain child care licensing requirement of 8 training hours per year (through personal opportunities or training provided by the program).

We are an equal opportunity employer, committed to creating a diverse and healthy work place.