

Early Childhood Educator Zero to Three - Employee Childcare

Job Description



Job Title: Early Childhood Educator
Zero to Three- Employee Childcare

FLSA: Non-Exempt

Reports to: Early Head Start Program Director

Pay Grade: 2111B

Dept./School: Early Childhood Department/
Aldine Child Development Center

Calendar Days: 187

Revised: 10/27/2022

Primary Purpose

Responsible for providing a safe, nurturing and developmentally appropriate environment that promotes each child's cognitive, social, emotional, health and physical development. Develop individualized educational goals for each child and assess each child's outcomes to monitor evolving progress, and the use of various teaching strategies with an emphasis on language and literacy skills to meet the needs of each individual child. Maintain a high-quality environment with attention to safety and health prevention measures for infants, toddlers, and two's at all times. Promote school readiness and set appropriate goals that address the social-emotional, cognitive, language/literacy, perpetual motor and physical development, and approaches to learning. Develop individual learning goals and successfully implement strategies that include positive reinforcement, active supervision, and parent and/or family engagement.

Qualifications

Education/Certification:

- High school Diploma/GED and CDA Certification in Infants and Toddlers or comparable credential and have been trained or have equivalent coursework in Early Childhood Education (ECE) with a focus on infant and toddler, required. CPR and First Aid Certification
- Associate's Degree or BA/BS in Early Childhood, Child Development, ECE or related field with a focus on infant and toddler, preferred.

Special Knowledge/Skills:

- Knowledge of infant and toddler development

Experience:

- Six (6) months experience working in an Infant/ Toddler setting or other childcare required
- One (1) year working in an Early Childhood Center Based Setting preferred

Major Responsibilities and Duties

Instructional Support

1. Demonstrate knowledge of the Child Care Licensing minimum standards and procedures.
2. Administers a program of early childhood education that is developmentally, linguistically and culturally appropriate: meets the individual and holistic needs of infants and toddlers.

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3. Provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skill growth aligned with the Frog Street Developmental Milestones Framework.
4. Plan and implement developmentally appropriate learning experiences in language, literacy, social and emotional development, math, science, creative arts and physical development, using songs, books and games that are integrated with themes and topics.
5. Provide and support opportunities for parents and family members to engage in their child's development and in program services, including parent conferences and group activities
6. Monitor children on the playground to assure safe and appropriate play and monitor play areas to assure safety and cleanliness of the equipment; assure all children are visible at all times.
7. Follow appropriate practices to keep children safe during all activities including reporting at minimum suspected or known child abuse and neglect, appropriate supervision of children at all times; and all standards of conduct.
8. Respond to classroom observation through modifications to teaching strategies and lesson plans in accordance with prescribed curricula.
9. Sit and engage with children during meals and organize meals and snack time.
10. Maintain confidentiality in all areas of child and program operations.
11. Use assessment information for individually interacting with children during learning center activities and other times for teaching identified concepts
12. Plans and implements learning experiences that ensure effective curriculum implementation and use of assessment to help promote children's' developmental progression.
13. Works closely with parents and families to ensure they are intentionally included in the planning and execution of their child's education.

Professional Growth and Development

14. Early Childhood Educators are expected to complete a professional development plan that may include university credentials.

Other

15. Participate and attend all staff meetings, trainings and certification courses as required by childcare licensing, local, state, and/or federal mandates.
16. Works cooperatively with other teachers and family service providers.
17. Responsible for cleaning and general maintenance of the classroom
18. Changing of diapers and assist with potty training

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19. Perform other duties as assigned

Supervisory Responsibilities

None

Evaluation

The Early Childhood Educator's evaluation is a responsibility resting with the Child Development Center Director or their designee. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard instructional equipment including personal computer and peripherals

Posture: Frequent sitting and standing; bending/stooping, kneeling/squatting, pushing, pulling, and twisting

Motion: Frequent walking, occasional brisk walking/trot

Lifting: Regular lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

*This position is funded by Federal/and or State grants. You understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.