

**Lead Infant/Toddler Teacher
Child Development Center**

Essential Duties (not all inclusive):

Caring for Children

- Create a suitable environment for children
- Plan, prepare, and conduct activities designed to support the Center's mission and values of providing children, between the ages of six weeks and 6 years, with a learning environment featuring experiences meant to enhance their social, emotion, , physical, language and cognitive development
- Keep a record of the activities of individual children including observations regarding social, emotional, physical, language and cognitive development

Family Engagement

- Focus on child and family strengths as an entry point into relationships and conversations about children
 - Show respect for family's circumstances and create opportunities for families to consider their aspirations for their children and family
 - Connect families with opportunities that support safety, financial literacy, health and family wellness (e.g. Family Partnership Agreement)
- Schedule and meet with parents or guardians at the Center or in their homes to discuss child's education, and growth and development

Behavior-modeling

- Demonstrate to college/university students, other Center employees and volunteers the appropriate techniques, methods and practices for the care and education of children
- Assign tasks to students, other employees and volunteers
- Provide direction, assistance and support for students, other employees and volunteers

- Observe performance of students, other employees and volunteers and intervene as necessary
- Make ethical decisions that maintain professional boundaries and family confidentiality

Miscellaneous

- Create and work on individual professional development plans in collaboration with supervisors
- Comply with Ohio Department of Children and Youth (DCY) Rules & Regulations, SUTQ; our quality rating system, Head Start Program Performance Standards (HSPPS) and National Association for the Education of Young Children (NAEYC) (e.g. Ethical behavior, completion of forms and maintenance of records)
- Contribute articles for a family/classroom newsletter
- Assist with supplying posting information for the Center's bulletin boards, walls, etc.
- Attend department meetings and work cooperatively with other Center staff to reach common goals

Qualifications:

Education: Child Development Associates Credential (CDA), or Associate degree in Early Childhood Education or related field. Bachelor's preferred
Experience: Two years of directly related work experience preferred.

**Review of Resumes to begin 11/20/24
and until filled
(Posted 11/7/24)**

North Central State College is a great place to work. We offer:

*Competitive pay
 Medical/Dental/Vision Insurance with low deductibles and low co-insurance
 Employer contribution towards retirement: 14% for SERS participants; 10.15% for Alternative Retirement Plan participants
 College paid life insurance
 College paid long-term disability insurance
 80 hours of vacation to start
 120 hours of sick time/year
 16 hours of personal time/year
 12 holidays and 2 additional College paid days/year
 Free tuition at the College for employee, spouse, and dependents
 Tuition reimbursement outside the College for employees
 And more!*

Please express your interest in this position by submitting a letter of application and resume:

www.ncstatecollege.edu/jobs

or send to:

**North Central State College
 Attention: Human Resources
 2441 Kenwood Circle, Mansfield, OH 44906**