

## Lead Infant/Toddler Teacher Child Development Center

We are growing at the Child Development Center! We are looking to fill two new, full-time Infant/Toddler Lead Teacher Positions.

*Essential duties/responsibilities include but are not limited to the following:*

### Caring for Children

- Create a suitable environment for children
  - Arrange classroom materials and equipment in a manner that is safe, accessible, attractive, and appealing to children
  - Review classroom environment for possible safety hazards, reporting them as needed
  - Demonstrate and implement appropriate sanitation and personal hygiene procedures
  - Perform light housekeeping duties (e.g., follow program cleaning and sanitation regulations, etc.)
  - Use strategies for active supervision at all times (e.g. Six Strategies of Active Supervision from the Office of Head Start)
  - Tend to basic needs including diapering and feeding children
  - Demonstrate, model and lead children in proper personal hygiene (e.g., washing hands, brushing teeth)
  - Assist children with clothing changes
- 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
  - Review reference materials for activities suitable to the Center's population, physical surroundings, staffing and budget
  - Offer learning materials for children and parents that reflect families' cultures and encourage family members to visit, observe and volunteer in the program.
  - Arrange indoor and outdoor space to facilitate play, motor-skill activities and safety
  - Demonstrate, lead and encourage children's participation in activities and experiences
  - Evaluate classroom, outdoor environment and materials for developmentally appropriateness
  - Observe and monitor child initiated play activities/experiences ensuring their safety and suitable social interaction
  - Initiate appropriate child guidance and management techniques through support and guidance
- Keep a record of the activities of individual children including observations regarding social, emotional, physical, language and cognitive development
  - Identify signs of growth and development through observations, screenings and on-going assessment
  - Identify and report child abuse and neglect in compliance with state and local laws
  - Complete reports of unusual incidents/injury
  - Complete health Child Observation form
- Perform other duties as assigned

### Family Engagement

- Focus on child and family strengths as an entry point into relationships and conversations about children
  - Show respect for families 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
- Perform other duties as assigned

### 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
- Perform other duties as assigned

### Miscellaneous

- Create and work on individual professional development plans in collaboration with supervisors
- Comply with Ohio Department of Job and Family Services (ODJFS) child care licensing and 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
- Perform other duties as assigned

### **Qualifications:**

**Education:** Associate degree in Early Childhood Education or related field. Bachelor's preferred

**Experience:** Two years of directly related work experience.

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

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 5/22/23

*North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.*