

ZOE ACADEMY CHILDCARE CENTER

JOB DESCRIPTION: INFANT TEACHER

JOB SUMMARY

Responsible for planning and implementing the daily routines of the infant room, for engaging infants in developmental activities, supervising assistants as needed, and ensuring the safety of the infants by performing the duties noted below.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Executive Director and/or Center Director.

QUALIFICATIONS

Knowledge of:

- Thorough understanding of childcare center operations
- Basic child and baby CPR/First-Aid
- Specific knowledge of developmental and emotional needs of young children
- Working knowledge of curriculum and instruction
- Basic computer skills and experience with Microsoft applications. Experience with
- Strong organizational, communications, and interpersonal skills

Ability to:

- Guide infants through education/development programs
- Think on his/her feet and respond to each child's needs efficiently
- Evaluate and assess situations in the classroom and create an action plan
- Maintain discretion around children's records

QUALIFICATIONS, EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High School Diploma required for position.
- NAEYC Qualifications for a classroom teacher.
- Passion for working with babies and toddlers.
- Patient, nurturing and thoughtful.
- Two or more years experience working with infants in a child care setting
- Two or more years experience serving multi-cultural, socially diverse population desired
- First Aid and CPR Certified or willing to be certified within 30 days of employment

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6345 Xerxes Ave S. Richfield, MN 55423

Main Office (612) 823-6822



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ESSENTIAL FUNCTIONS OF THIS POSITION

1. Maintain, at all times, high quality child care standards based on developmentally appropriate practices.
2. Provide a safe and loving environment for the infants in his/her care
3. Give bottles to infants as provided by parents
4. Feed infants' solid foods as age appropriate and provided by parents
5. Change diapers as needed
6. Reporting accidents, illness, and unusual behavior of children to the Center Director, Executive Director, and parents
7. Supervise the infants on the floor as they play with age appropriate toys
8. Put infants in crib for nap time
9. Ensure play, sleep and changing areas kept clean and free of clutter
10. Ensures all child care supplies are sufficient and reports any additional supplies needed to Center Director.
11. Reports any suspicion of child abuse or neglect to the appropriate party for follow through.
12. Adheres to all established policies, procedures and code of ethics.
13. Maintains a positive interpersonal relationship with all children, co-workers, and parents / guardians.

Supervisory Responsibilities:

14. May supervise assisting staff in infant room

WORKING CONDITIONS

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1. Seldom	= Less than 25%	3. Often	= 51.75%
2. Occasional	= 25-50%	4. Frequently	= 76% and above

<u>4</u>	A.	Ability to work at a desk, conference table or in meetings of various configurations.
<u>4</u>	B.	Ability to stand and circulate for extended periods of time.
<u>3</u>	C.	Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
<u>4</u>	D.	Ability to hear and understand speech at normal levels.
<u>3</u>	E.	Ability to communicate so others will be able to clearly understand normal conversation.
<u>2</u>	F.	Ability to bend and twist, kneel and stoop.
<u>1</u>	G.	Ability to lift 50 lbs.
<u>4</u>	H.	Ability to carry 25 lbs.
<u>4</u>	I.	Ability to reach in all directions.

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In addition to the aforementioned working conditions, a successful candidate must be able to work under the following mental, physical and environmental factors:

- Maintain emotional control under stress.
- Work with Frequent Interruptions.
- Occasional prolonged or irregular hours
- Prolonged use of computer and repetitive hand motions

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities duties and skills required of personnel so classified.

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