



## **Job Description:**

Infant Teacher

## **Supervised by**

Early Education Center Site Supervisor

## **Summary of primary job functions**

Teachers are part of the Early Childhood Education programs. The Teacher's primary role is to provide early care and education to children.

## **General Position Information**

37.5- 40 hours a week - Non-exempt

\$21.00 - \$25.00 an hour DOE & ECE Units

Benefits Package includes Dental, Vision, Medical, Alternative Healthcare, Life Insurance, and option of enrolling in a retirement plan. This benefits package is valued at \$8,000 per year.

To apply please send a cover letter, resume and 3 professional references to Debbie Banuelos at [dbanuelos@wafwc.org](mailto:dbanuelos@wafwc.org)

## **Summary of primary job functions**

Teachers are part of the Early Education program team. The Teacher's primary role is to provide early care and education to children.

## **Duties and responsibilities**

### **Children**

- Plan and implement developmentally appropriate curriculum with team members in the areas of language development/ early literacy skills, math skills, social emotional, science, creative expression and fostering independence
- Monitor children and environment indoors and out for safety and appropriate interactions between children
- Care for the children's basic needs such as eating, sleeping/resting, diapering/toileting, dressing and basic hygiene
- Provide for children's emotional needs such as physical nurturing, problem solving, fostering autonomy, respecting children's feelings, providing positive communication, facilitating peer

interaction and aiding in the development of appropriate social skills. Models positive communication skills

- Plan and carry out daily circle times (Morning and Afternoon), that stimulate cognitive growth, develop literacy skills, increase creativity and are developmentally and age appropriate.
- Set up a stimulating classroom environment indoors and out including activities that support the development of the whole child
- Foster an anti-bias classroom environment
- Maintain confidentiality about the children/families in our program
- Maintains a safe and healthy environment for children

### **Staff**

- Model for and mentor other Teachers, Teacher's Aides and volunteers
- Attend and participate in staff meetings
- Shares ideas, gives positive feedback and constructive feedback
- Assists in developing a cooperative team relationship with staff
- Maintains and fosters clear communication with co workers

### **Parents**

- Greet parents and children and assists children in their adjustment to the center daily
- Develop a positive rapport with the parent(s)
- Communicate with the parent daily about their child's day
- Exchange important information about with the parent about their child
- Respond to the parent's needs and ideas
- Inform families of and promotes up-coming agency and program events

### **Administration**

- Maintains necessary documentation, reports and charts to meet licensing requirements, CDE contract requirements and to meet program standards
- Performs other responsibilities as required

### **Job Specific Knowledge, Skill & Abilities**

Walnut Avenue Family & Women's Center complies with ADA including providing reasonable accommodations.

- Regular use of hands, wrists and finger movements; ability to perform repetitive motion (keyboard), writing (notetaking). Ability to operate a computer keyboard and other office equipment

- Ability to sit and/or stand for long periods of time (Teaching staff); twisting, bending, pushing, pulling, holding and lifting up to 40 lbs.
- Ability to hear normal speech, hear and talk to exchange information in person and telephone
- Ability to think and work effectively under pressure; Ability to effectively serve participants; decision making, maintain a concentrated level of attention to information communicate in person and by telephone throughout a typical workday; ability to understand and retain instructions from supervisor in person, by email or by telephone; attention to detail.

We are a title 5 funded Early Education program and must follow Title 5 guidelines.

- Title 5: A teacher must hold or be eligible for and apply with -in 30 days of hire, a valid teacher's Child Development Permit which requires 24 units of ECE including the core courses; child growth and development, child, family and community; and program/curriculum plus 16 General Ed units and 175 days of 3+ hours per day of experience in the past 4 years. Or an AA in ECE or a related field with three units supervised field experience in an ECE setting.

Must also meet the following qualification:

- Title 22: A teacher shall have completed with passing grades a least six postsecondary semester units of specified early childhood education classes and be currently enrolled in Early Education Classes or have a valid Child Development Assistant permit issued by the California Commission on Teacher Credentialing. A teacher hired with six units must complete at least two additional units each semester until fully qualified. A fully qualified teacher shall have 12 postsecondary semester units in early childhood education from an accredited college and six months of work experience in a licensed Child Care Center or similar program. The units shall include courses covering child growth and development; child, family and community; and program/curriculum. A teacher shall complete 15 hours of health and safety training, if necessary, pursuant to Health and Safety code, Section 1596.866. Infant teacher must have 4 additional units in Infant /Toddler development.
- Proficient in English required
- Bilingual English/Spanish (helpful but not required)
- All Staff must have a valid/current Infant and Child CPR and First Aid card. Must have a health screening including full immunization and a negative TB, DPT and MMR test

### **Agency Specific Knowledge, Skill & Abilities**

- English proficiency required (verbal & written)
- All offers of employment at Walnut Avenue are contingent upon clear results of a thorough background check/fingerprinting.
- If this position requires driving on behalf of the agency, a DMV background check will also be required.
- Competent computer skills including basic Microsoft Office knowledge

- Commitment to attend staff and department meetings
- Ability to professionally represent the agency through appropriate demeanor and attire
- Capable of working collaboratively and independently
- Maintain a high level of self-awareness and healthy boundaries with participants
- Desire to self-reflect and evaluate personal beliefs, biases, values, attitudes and actions
- Maintain and practice a comprehensive self-care routine
- Maintain flexibility regarding job roles and duties
- Ability to apply the strength-based model to support volunteers and co-workers
- Ability to manage volunteers including creating a welcoming environment, setting clear expectations, having healthy boundaries and addressing performance issues
- Capacity to assess, prioritize and manage multiple tasks simultaneously in a fast paced and ever-changing environment with minimal supervision
- Ability to efficiently evaluate and problem solve complex issues
- Fluent and articulate writing abilities
- Commitment to maintain a mutually respectful & supportive work environment that values and empowers team members to collectively accomplish program goals

LGBTQ+ encouraged to apply

It is the policy of Walnut Avenue Family & Women's Center to provide equal employment, volunteer opportunities and services (EEO) to all persons regardless of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by federal, state or local law.