



## Position Description

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<b>Job Title:</b>	Classroom Caregiver, EHS
<b>Strategy:</b>	Early Head Start
<b>Reports to:</b>	Center Director
<b>Work Schedule:</b>	mostly Monday-Friday, 8am-5pm, some nights and weekends
<b>Apply Online:</b>	<a href="https://cssrcfs.sentrchr.com/#Sm9iT3BlbmluZ3N8fA==">https://cssrcfs.sentrchr.com/#Sm9iT3BlbmluZ3N8fA==</a>
<b>Exempt:</b>	No
<b>Full-time:</b>	Yes
<b>Qualified for Benefits:</b>	Yes

### **Job Summary**

The **classroom caregiver** is the responsible for children age 8 weeks to three years of age. The classroom floater will be responsible for supporting the classroom caregivers and the center director in creating classroom settings that meets the needs of the enrolled children and their families. Caregivers take care of children when their parents are at work or otherwise unavailable. They make sure that the children's basic needs are met by supervising, feeding, assessing and playing with them. These caregiver help prepare children for school by providing experiential learning and guidance in the major domains of development; social/emotional, health, cognitive, physical development, and literacy

This position will work within the framework given to ensure that all activities are grounded in positive, ongoing, and goal orientated relationships with families. Outcomes may include family well-being, parent-child relationships, families as life-long educators, families as learners, family connections to peers and community and families as advocates and leaders. The framework is supported by a positive program environment, professional development opportunities and continuous program improvement.

## **Essential Functions**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

- Treat Head Start participants, community members and fellow staff with positive regard as defined in Head Start's mission statement.
- Understand and follow both Head Start Performance Standards and First Steps Program Standards.
- Provide a positive, nurturing, healthy, developmentally appropriate classroom and outdoor environment for infants and toddlers including:
  - Structure the environment appropriately for infants, toddlers and young children
  - Match expectations to the children's developing capabilities
  - Always show genuine respect for the children
  - Be consistent always
  - Model and encourage expected behaviors
- Assess physical, social, emotional and cognitive development and learning readiness of children using assigned tools, sharing results with parents, and, in concert with parents planning an individual program plan for each child to meet child's needs.
- Complete all paperwork and documentation as required by Richland County First Steps, Early Head Start, and the childcare center.

## **Major Responsibilities/Activities**

- Set clear limits
- Recognize and reinforce positive behavior
- Encourage problem solving and self-help skills
- Direct communication with and listen to each child
- Design interactions and activities that encourage success
- Encourage and promote parental involvement.
- Conduct parent conferences to share and gain information on children's progress, needs, and interests and provides for other parent contacts on a variety of issues, including child's attendance.
- Participate in an individualized continuing education plan including CPR and First Aid certification.
- Ability to speak before groups (parent committees, parent trainings).

- Ability to organize and present correct information and answer questions effectively.
- Effective listening and observation skills.

### **Minimum Requirements**

- Minimum of Child Development Associate (CDA) Credential required. Associate or bachelor's degree in child development, Early Childhood Education or related field preferred as well as specific infant and toddler training
- Experience as a teacher of infants and toddlers
- Experience with Creative Curriculum for Infants, Toddlers and Twos
- Demonstrated knowledge of child growth and development and teaching strategies
- Ability to communicate verbally and in writing
- Ability to work well with parents from diverse backgrounds
- Respect for individual differences
- Ability to work with a multidisciplinary team
- Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry).

### **Essential Mental Functions**

- Ability to work with families in crisis situations, guiding them according to program policy.
- Ability to prioritize tasks and maintain boundaries, especially as it relates to assigned families.

### **Essential Physical Functions**

- Ability to lift 40 pounds.
- Must be able to regularly kneel, bend, and sit on the floor to attend to children's needs.
- Ability to move quickly in order to respond to children who are very active.

### **Equipment/Databases Used**

- Equipment: Computer, Camera, Camcorder, DVD Player
- Database(s): ChildPlus, Teaching Strategies GOLD, SentricHR