



901 E. 95th Street, Chicago, IL 60619 • 773.966.1516
www.tuccchildcarecenter.com

Infant Toddler Teacher

Job Description

Reports to: Site Director

Classification: Non-Exempt

Work Direction: The Teacher shall generally work forty (40) hours each week under the direct supervision of the PEL Teacher and/or Site Director with the schedule personally arranged, and mutually agreed to by the Site Director and/or Director of Programs.

Basic Function: The Teacher is responsible for the overall management of the classroom, which includes having a working knowledge of general development of young children and educational systems. The Teacher is also responsible for the active participation/contribution in the progress of the Center's educational philosophy and environmental goals. The incumbent must demonstrate leadership and problem-solving skills in and out of the classroom setting.

JOB DESCRIPTION

- Maintains the emotional environment of the classroom by speaking and listening respectfully to all children; comforts children as necessary; sets appropriate limits for children with reasonable consequences; and uses positive reinforcement that supports the development of children's self-help skills.
- Arranges and maintains the physical environment of the classroom to compliment the curriculum and provide a safe place for children.
- Supervises all activities in which children participate.
- Consistently observes and records observations of children in the classroom with input from the Teacher Assistant.
- Supervises parent volunteers in the classroom and maintains accurate records and documentation as required of all classroom activities.
- Promotes the cognitive development of children through the use of age-appropriate curriculum, play experiences and learning activities.
- Plans and writes lesson plans, which are based on developmentally appropriate practices and implements them daily.
- Recommends or initiates referral procedures for children with special learning needs and other issues.
- Substitutes when another Teacher or Teacher Assistant is absent and supervises and interacts with children in classroom and during outdoor activities.



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- Responsible for maintaining a safe environment in the classroom, on the playground and in other outdoor environments.
- Ensure compliance with Head Start Performance Standards, federal, state and city regulations and licensing requirements.
- Participate in developmental opportunities including but not limited to staff in service, conferences and professional organizations.
- Ensure personal performance evaluations, goal setting and staff development plans are completed.
- Assist in compliance with Head Start Performance Standards, federal, state and city regulations and licensing requirements.

QUALIFICATIONS

Knowledge and Skills

- Ability to write reports and correspondence, and read and interpret documents.
- Ability to perform basic math, and to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to write using correct grammar, spelling and punctuation; and to organize documents accurately
- Ability to speak effectively to groups of parents, staff, and community members.
- Ability to supervise and manage staff efficiently and effectively within the guidelines of Trinity Child Care policies and mandates.

Education

This position requires a Bachelor's Degree in Early Childhood Education plus three (3) years of Early Childhood experience in the classroom teaching environments. The incumbent must possess a Level 5 Infant Toddler Certification.

Training and Experience

The incumbent must possess the knowledge of child development, licensing, and funding standards. The incumbent must be familiar with legislation and advocacy of childcare services in the State of Illinois; this includes best practices in Early Childhood Development standards. Additionally, the incumbent must possess the ability to relate and develop a mutual respect for the families and children served and must possess the ability to get along with diverse personalities, demonstrate tact, and maturity.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position requires the Teacher to work in a clean, well-lit area. Additionally, the incumbent must be able to lift and/or move up to 30 pounds. The incumbent must possess the ability to stand, stoop, bend, and carry children, sit without back support for 15-20 minutes at a time. The incumbent will be required to work in or visit other Trinity UCC Child Care Centers and/or other offices/sites in the Chicagoland area responsible for administering Early Childhood Development services and/or activities and must be able to travel to these various locations. The incumbent must have experience working on computers and have some knowledge of Creative Curriculum approaches to Early Childhood Education.

The statements in this job description are intended to describe the essential/non-essential nature and level of work performed by Child Care staff assigned to this job. They are not intended to be an exhaustive list of all duties and responsibilities, as other duties and responsibilities may be assigned.

Created: April 11, 2017

Approvals:

Employee's Signature:	Date:
Executive Director's Signature:	Date: