



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: INFANT/TODDLER PROGRAM TEACHER

WORK DAYS:

EDUCATION AND EXPERIENCE:

Valid Early Childhood Site Supervisor Permit or a California Multiple Subject Teacher Credential (with 12 units in Early Childhood Education) and at least three semester units related to infant care from an accredited or approved college or university.

PRIMARY FUNCTION:

Under the supervision of the Early Childhood Coordinator and the site Principal, the teacher will assist in the monitoring and implementation of the educational program required by the Early Childhood Education Program for infant/toddler care. This will include observation, planning, assessment and evaluation of children's activities. The teacher will conduct a daily program to meet the individual needs of children.

ASSIGNED RESPONSIBILITIES:

- Oversees the full day infant program, works directly with instructional assistants and parent volunteers
- Plans activities to ensure efficient day-to-day operations
- Supervises children and ensures that the physical, social, intellectual and emotional needs of the children are met
- Coordinates and assumes responsibility for the implementation of program activities
- Observes children and provides for their health, safety and welfare
- Ensures the prompt and effective administration of first aid in emergencies
- Develops a program for individualized instruction and prepares weekly lesson plans
- Implement a program that meets Early Childhood foundations and standards
- Conducts parent conferences and home visits according to program regulations and as needed, completing appropriate documentation
- Maintains the required attendance, progress and assessment records for each child in the class and other reports as required
- Ensures confidentiality of individual and program records
- Attends in-service trainings coordinated by the site administrator, district or Early Childhood office and other recommended in-service workshops
- Assist site administrator and Early Childhood Coordinator in evaluating the instructional assistants
- Performs other related duties as assigned

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of:

- Must possess a working knowledge of early childhood curriculum
- Ability to work well with and to understand the particular needs of infant/toddler aged children
- Ability to serve as an effective role model, ability to establish and maintain cooperative relationships with staff, parents and the public
- Ability to effectively communicate orally and in writing
- Ability to speak and write Spanish is preferred

Ability to:

- Adapt plans and instructional delivery to meet the differentiated needs of students
- Work independently with little direction
- Create an instructional program and a class environment favorable to learning and personal growth
- Monitor students in classrooms, on school grounds and off-campus for school related activities
- Maintain professional and positive relationships with students, colleagues and administration
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens

- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels.

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations