

# Upper Des Moines Opportunity, Inc.

**POSITION:**            **Toddler Teacher**

**REPORTS TO:**        Early Childhood Programs Coordinator

**SALARY:**            As per agency salary schedule            **FLSA:** Non-Exempt

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. BA / BS in Early Childhood or AA in Early Childhood or CDA prefer BA / BS with Early Childhood Education endorsement.
2. Successful completion and renewal certification in mandatory licensing requirements.
3. Excellent written and verbal communication skills.
4. Knowledge of HS Performance Standards, State Licensing rules, and NAEYC Accreditation Policies.
5. Mandatory child abuse / sexual abuse / neglect reporter.
6. Limited chauffeur's license with acceptable driving record to transport children in isolated instances.
7. Ability to perform medium to heavy physical work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, including some duties requiring repetitive motion skills, such as keyboarding and computer use.
8. Initial physical and one every 3 years thereafter.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The necessary responsibilities for this position are outlined within the following competencies:

- A. Applying Knowledge of Child Development:
  1. Adjust classroom experiences to address each child's status and goals.
  2. Share knowledge with families to support children's cognitive, physical, social and emotional development.
  3. Encourage children to initiate activities of their own choice, and to work collaboratively within group learning situations through problem solving and reasoning opportunities.
  4. Provide warmth and sensitivity to foster children's positive cognitive, language, social and emotional development.
  5. Recognize and respect the various cultures and languages represented in program.
  6. Integrate knowledge of all developmental domains throughout the curriculum and classroom environment.

7. Provide Early Childhood home-base services by using home visitors to engage families as full-partners in fostering their child's development with observation listening, interviewing and assessment skills.

B. Documentation and Planning:

1. Use various strategies to collect data about children's progress.
2. Engages with classroom team to plan and implement strategies to support children's progress and transitions.
3. Follows program procedures to ensure that families receive necessary records for transition to or from appropriate Early Childhood Programs.

C. Communication and Professionalism:

1. Engage in direct and respectful communication with members of the classroom team, others in the program, families and those in community, striving to ensure that communications with families is in their preferred language.
2. Effectively model daily practices such as PBIS, safety, nutrition, hygiene and cultural sensitivity.
3. Use feedback and self-reflection to assess own practice and to further professional growth.
4. Demonstrate respect for families in conversation with others in the program or with outside service providers by sharing information objectively.
5. Adhere to Head Start Standards of Conduct and all confidentiality requirements.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Familiarity with computer knowledge and skills in computer operations.
2. File and organize classroom information.
3. Attend meetings and trainings as required.
4. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and other duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duty as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Hiring is subject to Policy Council approval and grant funding.

Approved by Policy Council and the Multi-County Board, 1-20-2016

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Signature

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Date

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Print Name