



RIALTO UNIFIED SCHOOL DISTRICT

Child Development Infant/Toddler Teacher Job Description

DEFINITION

Under direction of the Child Development Department Administrator, develops and provides high quality program for infant/toddlers ages birth to five. Integrates support staff assistance to guarantee quality implementation of the preschool education program. The program adheres to Title 5 and Title 22 requirements and maintains quality standards identified by the National Association for the Education of Young Children and the Early Childhood Environmental Rating Scale.

ESSENTIAL DUTIES

- Guides the daily work of all instructional assistants and apprentices in the infant/toddler program.
- Provide training and staff development to staff and others.
- Works collaboratively with all staff and maintains professional work environment.
- Develops and implements communication strategies for and with entire staff and parents.
- Conducts and maintains appropriate and timely ongoing developmental assessments.
- Maintains and implements documentation for appropriate and timely individualized instructional plans.
- Maintains inventory of and places orders for needed supplies in a timely manner.
- Maintains all records as required.
- Conducts and documents all parent conferences as required and as needed to promote optimal growth and development of the young child.
- Maintains a positive and nurturing work and learning environment for children, parents, and staff.
- Adheres to all operating policies and procedures including safety, emergency, health, medical, and educational issues.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Title 4 and Title 22 requirements
- Current child growth and development research

Ability to:

- Demonstrate nurturing demeanor

Experience and Education:

- Associates of Arts Degree from an accredited college including completion of three (3) semester units of approved infant toddler coursework; Bachelors degree in early childhood or related field is preferred
- Possession of a valid Multiple Subject Teaching Credential, renewable and Clear CLAD Credential
- Certificate of completion of program for Infant-Toddler Caregivers is preferred
- Possession of a current CTC authorized Child Development Teacher Permit
- Possession of Preventative Health Practices Certification
- Prior experience working with infant/toddlers
- Must possess and be able to maintain current pediatric CPR and First Aid certifications
- TB Skin Test as required by State law
- Fingerprints on file as required by State law

PHYSICAL DEMANDS

Physical class:

Moderate lifting - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

Work area requirements:

Children's Center, on the playground, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopy machine. Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and bus areas. Spend up to 3 hours a week outside. Classroom dimensions are 32 feet long and 20 feet wide. Carry/walk infant/toddlers in center and to playground.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Frequently
Bending:	Occasionally	Standing:	0-30 minutes to 1 hour
Lifting:	Occasionally	Kneeling:	Occasionally
Reaching:	Occasionally	Sitting:	0 or may sit 60 minutes a day
Handling:	Frequently	*Driving:	Must have ability to get to inservices meeting
Crouching:	Occasionally	Walking:	Frequently - up to 4 ½ hours a day
Grasping:	Frequently	Push/Pull:	Occasionally
Fingering:	Occasionally		

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Twisting: Yes – Occasionally	Forward shoulder/neck flexion: Yes - Occasionally
Wrist flexion: Yes - Occasionally	Elbow flexion/extension: Yes - Frequently
Reaching below shoulder level: Yes - Frequently	Reaching to shoulder level: Yes - Occasionally
Reaching to above shoulder level: Yes -Occasionally to put up classroom decorations	

Sensory requirements:

Ability to see: Constantly	Ability to smell: Constantly
Ability to hear: Constantly	Ability to touch: Constantly
Ability to talk: Constantly	

Must be able to deal with these environmental considerations:

Odor: On occasion	Heat: Has own air conditioning/heating may break down
Humidity: Yes, occasionally	Floor may be slippery at times: Yes, when painting, eating
Moisture: Not applicable	Noise: Must be able to work around “productive noise”
Working inside: 95% of the day	Fluorescent lights: Yes, all day long
Working outside: 5% of the day	Working in close quarters with others: Yes, all day long

This job requires:

Alertness: Yes	The use of two hands: Yes
Attention to detail: Yes	Recall of names and dates: Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

Ability to deal with psychological factors:

Team work: Yes	Level of responsibility: High
Frustration: Medium	Able to work overtime as needed: High
Repetitive tasks: Yes	Dealing with angry parents, students: Yes

Physiological factors:

Must maintain a high level of consciousness: Yes
 Orientation to time, place or person: Yes
 Ability to read at 12th grade level: Yes
 Ability to comprehend and follow directions: Yes
 Able to keep up a high activity level during the shift: Yes