

**COMMUNITY ACTION, INC. OF HAYS, CALDWELL AND BLANCO COUNTIES
JOB VACANCY NOTICE # 10-19**

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Date Posted: March 4, 2010

Program:	Early Childhood Education	Position:	Infant/Toddler Teacher II
Location:	Hays & Caldwell Counties	Status:	Regular Full-Time
Schedule:	Monday-Friday; 7:45am-3:45pm	Salary:	\$7.33-\$13.14 Hourly
Application Deadline:		March 16, 2010	

***** This position is Grant Funded and will end September 29, 2011 *****

Mission:

To mobilize resources and engage communities in order to move families out of poverty and to ensure their children's success in school.

Strategic Function:

Ensures implementation of developmentally appropriate activities for assigned infants and toddlers.
Provides input to the Teacher One on individual needs of assigned children to ensure appropriate classroom planning.

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

1. Gives input to Teacher One on individual needs of assigned children to ensure appropriate classroom planning and implements developmentally appropriate activities that meet the individual needs of infants and toddlers.
2. Uses curriculum guide, parent input, and individual assessment information in the planning and implementation of classroom activities.
3. Presents classroom activities with enthusiasm and frequently acknowledges the positive performance of children in the classroom.
4. Welcome each child and parent to the classroom.
5. Prepare educational materials prior to each day and replace properly after use
6. Ensures appropriate supervision of all children at all times.
7. Encourages children to gain independence and self-confidence by making choices in the classroom environment.
8. Prepares with the Center Director and Teacher One, an enriched, appropriate learning environment for infants and toddlers.
9. Works with other staff members to insure the health and safety of the children in the center following procedures for hand washing, change of bedding, and sanitation of toys.
10. Assists in toilet training with toddlers in cooperation with parents.
11. Ensures that all performance standards and minimum standards are met at the classroom level. In addition, informs the Center Director of any concerns regarding compliance with the minimum standard at the center level.
12. Participates in and completes infant/toddler teacher requirements as specified in the Head Start Performance Standards (CDA credential or the equivalent).
13. Ensures the completion of all home visits and conferences in compliance with the Integrated Plan.
14. Completes all required documentation in a timely manner within specified time frames.

In order to contribute to a supportive, cooperative team:

Other:

1. Develops a positive and productive relationship with all parents by communicating with parents in a positive manner as frequently as possible.
2. Keeps clear consistent documentation on child progress and communication with parents and relevant staff.
3. Follows safety guidelines when lifting equipment and picking up children.
4. Ensures safety, up keep, availability, and age-appropriateness of all equipment which children use.
5. Transports and/or rides with children in authorized vehicles following all safety precautions.
6. Contacts the Center Director at least two hours before scheduled to work unless instructed otherwise by Center Director.
7. Reports to Assistant Center Director Master Teacher or In Charge Staff in absence of Director.
8. Attends monthly parent meetings and participates as directed by the center director in all activities to provide a successful meeting. Curriculum input from parents must be included as an agenda item.
9. Reports all suspected child abuse to the Child Abuse Hotline at 1-800-252-5400 and to the Director of Family Development.

General Indicators:

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

Qualifications:

Preferred:

Associates' Degree in CD/ECE

Two years experience in CD or ECE setting.

Required:

1. A high school diploma or GED
2. 12 or more college credit hours in child development or related field OR willingness to work toward a CDA
3. One year of experience in an Early Education or Child Development center setting.

Physical Requirements:

1. Be able to lift 25 - 30 lbs.
2. Be able to walk, squat/kneel, sit on the floor, see hear and speak with children to ensure children's health and safety.

Other Requirements:

1. Ability and interest in working with very young children.
2. Basic word processing and computer skills.
3. Be at least 18 years old
4. Documentation of Tuberculin-free condition
5. Willingness to take a physical to prove freedom from communicable diseases as required.

Interested applicants should contact Ruth Salinas at:

P.O. Box 748, San Marcos, TX 78667-0748

(512) 392-1161 ext. 308

hrdept@communityaction.com

For additional information about Community Action, Inc. visit our Website at

www.communityaction.com.