

**COMMUNITY ACTION, INC. OF CENTRAL TEXAS
JOB VACANCY NOTICE # 17-14**

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Date Posted: April 5, 2017

Program:	Early Childhood Education	Position:	Infant-Toddler Teacher II
Location:	Luling	Status:	Regular Full-Time
Schedule:	Monday-Friday;7:15AM-3:15PM	Salary:	\$10.22-\$14.21 Hr
	52 Wks/Yr		

**Application Deadline: Open Until Filled
*For Current CAI Employees Only***

Mission:

Community Action develops opportunities for people and communities to realize their potential.

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 as well as parent volunteers.
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. Follows the Facility Safety Procedures.
10. Assists in toilet training with toddlers in cooperation with parents.
11. Ensures that all performance standards and child care licensing standards are met at the classroom level. In addition, informs the Center Director of any concerns regarding compliance with the child care licensing standard at the center level.
12. Maintains infant/toddler teacher requirements as specified in the Head Start Performance Standards (CDA credential).
13. Ensures the completion of all home and center visits in compliance with the Program Service 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 on an ongoing basis.
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 agency vehicles following all transportation and safety procedures.
6. Reports to Person 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 ERSEA and Family Engagement Coordinator
10. Arrives on time and works designated hours (unless otherwise specified by immediate supervisor).
11. Flexibility with work schedule and location as needed based on program needs

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:

One year experience in Child Development or Early Childhood Education setting.
Able to communicate in both Spanish and English (Non-Bilingual Positions Only)

Required:

Infant/Toddler CDA

OR

Associates' Degree or Higher in Child Development/Early Childhood Education

OR

Associate's degree in a related field with 12 or more college credit hours in Child Development/Early Childhood Education including a course in infant/toddler development and one year of experience in an Early Education or Child Development setting

Able to communicate in both Spanish and English (Bilingual Positions Only)

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. Initial Health Exam required for all Head Start staff at the employee's expense
 5. Criminal Background Check required for all Head Start staff at the agency's expense.
 6. Fingerprinting required for all Head Start staff at the employee's expense.
 7. Initial and annual TB screening are required for all Head Start staff at the agency's expense.
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**CANDIDATES WILL NOT BE INTERVIEWED WITHOUT A COMPLETED
EMPLOYMENT APPLICATION.**

Please submit the Internal Application Form when applying for this position.

If you need to submit an updated employment application or resume please do so with the Internal Application Form; otherwise we will use the employment application we have on file.

Interested applicants should mail applications to:

Ruth Salinas

P.O. Box 748,

San Marcos, TX 78667-0748

To send by secured email please visit our Website Careers Page.

**For additional information about Community Action, Inc. visit our Website at
www.communityaction.com.**