



**Job Title:** ROVING LEAD INFANT/TODDLER TEACHER

**Location:** Early Learning Neighborhood Collaborative

**Employment Status:** Full Time; Regular

**Salary Classification:** Lead Teacher

**Summary of Job:**

The Roving Lead Infant/Toddler Teacher will work in between program sites working primarily with Infants/Toddlers. At times, may substitute in an absence of a Lead Infant/Toddler Teacher.

**Direct Supervisor:**

The Roving Lead Preschool Teacher will report to the EHS Director.

**Direct Staff Supervised:**

None.

**Other Key Relationships:**

The Roving Lead Infant/Toddler Teacher will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers, EHS Service Providers, and other community early childhood program peers.

**Essential Job Functions include but not limited to:**

- Prepare lesson plans based on approved curriculum
- Attend mandatory training and meetings as needed
- Keep certifications current (i.e., CPR/First Aid, etc.)
- Keep communication current with Site Director and EHS Director
- Assist in preparing for Parent/Teacher Conferences
- Maintain professional attitude
- Treat children, parents, other teachers with respect and dignity
- Assist and or participate in all ELNC major projects and activities
- Adheres to the guidelines in ELNC's Employee Handbook
- Performs duties as assigned by the EHS Director
- Conduct education screenings with children
- Collect data and observations through data system

**Site specific duties:**

None.

**Essential Competencies Required:**

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

**Knowledge, Skills, and Abilities:**

- Knowledge and experience as lead teacher in an Infant/Toddler program.
- Knowledge of developmentally appropriate practices when working Infants/Toddlers.
- Knowledge developing individualized learning plans for Infants/Toddlers.
- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services.
- Knowledge of safety regulations, practices, and procedures.
- Ability to work well with others in a team approach.
- Skill in the use of automation software and related equipment.
- Ability to communicate effectively, both orally and in writing.

**Minimum Required Education and Experience:**

- Flexibility working in different site and different classrooms.
- Reliable transportation.
- Prior work experience working with vulnerable children 0-3 years old and families.
- 2 years prior experience as Infant/Toddler teacher
- Knowledge of computer web based programs, Word, Excel, and PowerPoint.
- Proven Self Starter.
- Bachelor's Degree in Child Development, or
- Early Childhood Education with specialization in Infant/Toddler teaching

**Additional requirements of the position:**

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed.
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations.
- Walking, standing, bending, and carrying of small and light objects.

**Signatures:**

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Comment:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor signature below acknowledges that they have reviewed the job description with the employee.**

**Comment:**

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_