

**JOB ANNOUNCEMENT
INFANT/TODDLER TEACHER**

HOURLY

SALARY RANGE: 8.83 9.32 9.83

HEALTH BENEFIT: Full Time Employees Only - Up to \$220.00 for individual Medical, Dental and Vision Insurance.

BENEFITS: Full and Part Time Employees

- Paid lunch break, 12 holidays, 12 sick and 10 vacation days per year (prorated for part time employees).
- Educational leave for approved classes.
- Fees for training, First Aide/CPR, fingerprints and permits.
- Membership in Credit Union.
- Closed (vacation) between Christmas and New Years Day.
- Employment is partial eligibility for stipend from LA County First 5. (Past stipends have been from \$500 to \$3,500).

DEFINITION: Facilitates an Infant/Toddler program in a center based program. Plans and implements activities designed to promote social, emotional, physical, and cognitive growth in infant/toddlers

MINIMUM

QUALIFICATIONS: At least 12 core Child Development units including 3 units Infant Development.
Bilingual (English/Spanish) preferred.

- DUTIES:**
- Implement the Infant/Toddler curriculum.
 - Prepare and arrange all necessary educational and developmental materials.
 - Keep the classroom in order and equipment in good condition.
 - Maintain accurate inventory of classroom materials.
 - Attend staff meetings and inservice training. (Evening parent meetings at supervisor's request)
 - Participate in case conferences at request of Site Director
 - Provide additional documentation for use in case conferences/referrals.
 - Record daily observations, sharing information about the child with his/her parent(s) through daily notes and planning with them on how to meet the child's needs.
 - Complete developmental profiles every 3 months.
 - Prepare narrative report regarding child's development.
 - Conduct Parent/conferences every 3 months.
 - Develop/implement potty training plans for toddlers in conjunction with parents and Site Director.
 - Share information and planning with all members of the center's staff, and writing lesson plans.
 - Maintain communication with Site Director.
 - Opening or closing center as needed.
 - Assume responsibilities of the site in the absence of the Site Director when requested.
 - Submit and/or complete all required documents accurately, completely, and on time.
 - Additional duties as assigned by the Site Director.

ADDITIONAL REQUIREMENTS: • Current T.B. Test, Physician's statement of good health, Finger Print Clearance

SEND RESUME: L.A. Child Care, Attn: Andrea Joseph, 2701 N Main St. LA CA 90031 (Rev. 11/06)

Los Angeles Child Care and Development Council is an Equal Opportunity Employer